

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CITY TREASURER**  
**DEPARTMENT: FINANCE**  
**REPORTS TO: DEPUTY CITY MANAGER - FINANCE**

**JOB CODE: 1105**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs professional and administrative duties associated with the city's cash management program. Directs the development of investment policy and assures that investments are made in a safe, liquid, and profitable process. Manages the city's collection office, ensuring that customer service needs are met.

**ESSENTIAL JOB FUNCTIONS:**

Supervises the receipt, custody, and disbursement of the city's monies; determines appropriate cash account structure, manages banking services, evaluates responses to banking services, implements banking service agreements, and implements banking services.

Ensures that funds are available on a timely basis for cash needs and that wire transfers to fund cash needs are made on a timely basis; monitors the daily cash flow to determine investment opportunities and to invest city funds based on investment policy.

Negotiates all temporary loan and bond issues of the city and the Concord School District; prepares and assembles legal documents including resolutions, official statements, continuing disclosure, investment meetings, and marketing of the bonds; participates in credit rating agency presentations.

Projects revenues for room and meals tax, interest on investment, interests costs and penalties, motor vehicle registrations, associated fees, and other City revenues.

Plans, organizes, and supervises the programs of the treasury/collection division; assigns and schedules staff; evaluates, reviews, and disciplines assigned employees; authorizes overtime for employees.

Develops, monitors, and recommends customer service; responds to complaints or inquiries concerning divisional activities; manages staff and daily operations of the collection office.

Establishes, monitors, and reports on real estate tax collection plan; assists deputy in establishing and implementing procedures regarding tax sale and deeding, and managing all city-owned properties; works closely with deputy to collect delinquent property taxes.

Develops procedures in accordance with departmental policies; prepares treasurer's budget; analyzes city-wide financial operations and needs; researches innovations; evaluates and implements beneficial programs and services; responds to inquiries of city financial information as necessary; prepares related reports and correspondence; assists in city-wide financial audit; provides input data and document generation in matters pertaining to annual budgets, purchase requisitions, scheduled reports, and administration and accounting.

Develops recommendations for city's investment policy in the selection of investment securities that are appropriate for the city and that conform to priorities of safety, liquidity, and yield; presents recommendations to the governing body for approval.

Monitors and projects motor vehicle income; analyzes and manages the motor vehicle billing software system.

Establishes fiscal controls for the motor vehicle package; keeps abreast of motor vehicle law revisions; initiates necessary computer changes; analyzes financial data and determines trends, growth, or attrition.

Develops specialized depositing procedures for departments.

Tracks arbitrage for all existing bond issues to ensure that the bonds maintain tax-exempt status in accordance with Internal Revenue Service regulations.

Assists CIP with determining debt repayment schedules based on City Council Credit Rating Review Committee recommendations; prepares maturity schedules of actual and projected bond repayments; ensures that all repayment is made on a timely basis within authorized appropriation.

Acts as deputy or controller as requested; may attend meetings of civic groups, state agencies, or advisory committees as departmental representative; serves on the city's management bargaining team.

Coordinates work with others in department and the customer service center.

Manages all Trust Fund records for reporting to the State of New Hampshire Department of Revenue Administration; transfers funds to and from the trust; serves as Trustee of Trust Funds.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer  
Calculator

Fax Machine

Copy Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from a four-year college or university in finance, accounting, business administration, public administration or a related field; and,

Four years of progressively responsible related supervisory experience; or,

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Certified Public Accountant (preferred).  
Certified Cash Manager (preferred).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Budgetary principles and practices.

Principles and practices of cash management.

Principles and practices of public accounting and finance, particularly those related to cash management and governmental securities including continuing disclosure.

Banking practices.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

**Skill in:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating effectively, both orally and in writing.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Speak clearly and effectively before public groups and to respond to questions.

Write reports, correspondence, and procedure manuals.

Compute ratios and percentages and interpret bar graphs.

Work with mathematical concepts such as probability and statistical inference.

Apply concepts such as fractions, percentages, probability and statistical inference, ratios, and proportions to practical situations.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table.

Occasionally lift light objects.

**Working Conditions:**

Work is performed in an office.