

CITY OF PLACERVILLE

CITY TREASURER/ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Assistant City Manager/Director of Finance or his/her designee, performs professional accounting and cash management work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; and prepares accounting and auditing reports; performs work related to the completion of the accounting cycles including management reports; and provides administrative support to the Assistant City Manager/Director of Finance.

IDENTIFYING CHARACTERISTICS

The City Treasurer/Accountant is considered a journey level professional position that requires the incumbent to perform a broad range of tasks relevant to the assumed duties. The City Treasurer/Accountant performs professional accounting duties requiring knowledge of City policies and procedures with only occasional instruction or assistance in new or unusual situation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs City Treasurer duties as stipulated by California Government Code Section 41001 through 41005 and City Code Section 1-16-1.
2. Plans, organizes, and assists with the municipal treasury program including deposits, disbursements, and daily updates to the check registers.
3. Deposits daily cash receipts with the City's bank.
4. Monitors, advises, and invests cash in accordance with the City's current investment policy.
5. Assists the Assistant City Manager/Director of Finance in updating the annual investment policy.
6. Signs manually or by facsimile all City checks and assists in the preparation of accounts payable and payroll checks for distribution.
7. Prepares and signs all accounts payable and payroll check registers and submit them to the City Council for either approval or ratification.
8. Performs a full range of professional accounting duties in the administration and implementation of the City's accounting functions including assessment district administration, banking activities, budget development, cash management, cost analysis, fixed asset management, general ledger maintenance, grant management, internal and external audit activities, investments, payroll, revenue projections, and trust account administration.
9. Assists the Assistant City Manager/Director of Finance with the budget development process; acts as Liaison between the Finance Department and other City departments in the preparation of the proposed budget; develops personnel cost projections, forecasts utility costs, performs variance analysis, and prepares schedules and analysis for Budget Team meetings.

10. Maintains the accounting and financial reporting systems and projects; prepares monthly, quarterly, and annual reports as required by law or requested by the City Council and/or City management.
11. Reconciles bank accounts to the City's general ledger.
12. Organizes and prepares updates to the Master Fee Schedule; amend schedule as needed, conduct surveys, perform cost and subsidy analysis; and prepare draft schedule for the City Council's consideration.
13. Coordinates activities with outside auditors; answers questions, organizes backup documentation, and prepares checklists and worksheets.
14. Plans, organizes, controls and maintains accounts receivables; prepares backup reports and invoices for development and capital improvement program related projects, audits accounts receivable and utility billing registers, reconciles accounts receivable and utility billing subsidiaries to the general ledger, and pursues collections as necessary.
15. Plans, organizes, controls and maintains accounts payable; administers form 1099 reporting, assigns account and project numbers to invoices as necessary, audits accounts payable registers, and establishes new vendor master files as needed.
16. Maintains and monitors the various City loan programs including business loans, home rehabilitation loans, and self-help building program loans.
17. Maintains Measure J add-on sales tax Fund; calculate bi-weekly personnel costs, monitors Measure J sales tax receipts, and prepares quarterly reports and analysis.
18. Assists the Assistant City Manager/Director of Finance with the administration of special assessment districts including BADs, CFDs, LLMDs, and 1915 Act assessments.
19. Plans, organizes, controls and maintains fixed assets inventory, maintains capitalization policy; recommends procedures for maintaining and tracking inventory; records all general ledger activity.
20. Performs fiscal analyses related to negotiations with the City's various employee bargaining units.
21. Assists in the development and implementation of departmental goals, objectives, policies, and procedures.
22. Participates and recommends the development of the accounting work plan; assigns work activities, projects and programs to technical and clerical staff, monitors work flow, reviews and evaluates work products, methods and procedures.
23. Assists with the performance review of technical and clerical accounting personnel and works with employees to correct deficiencies.
24. Participates in representing the City in meetings and acts as liaison with members of business, financial, professional and regulatory agencies, citizens, and others.
25. Provides administrative assistance to the Assistant City Manager/Director of Finance or other management staff, researches, compiles and prepares financial documents.
26. Performs other technical accounting duties in the absence of staff; assists at the front counter as needed.
27. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of professional fund accounting.
Principles and practices of computers and financial software.
Modern office practices, procedures and equipment.
Generally Accepted Accounting Principles (GAAP)
Government Accounting Standards Board (GASB) Pronouncements
Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Clearly identify and interpret numerical, professional, and technical information.
Perform accurate mathematical calculations.
Analyze situations accurately and develop effective course of action.
Communicate clearly and concisely, both orally and in writing.
Prepare clear and concise reports.
Demonstrate tact and diplomacy with the public.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply applicable local, State, and Federal policies, laws, and regulations.
Ensure adherence to Generally Accepted Accounting Principles.
Perform complex accounting and financial analysis.
Observe and troubleshoot operational, technical, and professional policies and procedures.
Perform professional accounting tasks including internal audits, general ledger maintenance, and reconciliations.
Organize and implement special project as assigned.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training/Experience:

Equivalent to the completion of an Associate of Arts degree from an accredited college with course work in accounting, business, economics, or related fields and/or five years of increasingly responsible experience in accounting with at least two years accounting experience in a municipal setting.

License or Certificate:

Possession of, or ability to obtain by date of appoint, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to attend meetings; some interaction with City staff and the general public.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.