

## City of Lewisburg

### Job Description

**Job title: City Treasurer**

**Work Location: 131 E. Church St. - Lewisburg**

**Division/Department: Administration**

**Reports to: Position is appointed by the City Council under general administrative direction of the City Manager.**

☒ Full-time

1 • Salaried Exempt

☐ Hourly Non-exempt

☐ Part-time

#### **Summary Description:**

The City Treasurer is an appointed position and answers directly to the City Council. Position is under the general administrative direction of the City Manager. The position directs the financial activities of the City in budgeting, accounting, purchasing, tax collections, etc. Daily work is supervised by the City Manager, and performance evaluations are performed by the City Council. Directs financial and operational activities of the City in accounting, fleet management, information services, municipal court, accounts payable/receivable, taxes and collaborates with the City Manager on other related work as required. Budgeting accounts payable/receivable, debt and cash management, pension and IT functions are a high priority.

#### **Major Duties and Responsibilities:**

- Advises the Mayor and Council, City Manager and City Attorney in financial matters of the city. Is the principal member of the Budget Committee along with the City Manager, Mayor and City Council designee.
- Confers, coordinates, plans, and provides support for the City Manager, department heads, and other employees on various financial and administrative matters. Understands the standards of internal control required by state law and assists the City Manager and department heads to develop, document, implement and monitor the City's internal controls.
- Plans, organizes, and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, tax collection, and other financial activities. Oversees preparation of the annual budget and capital budget for all funds and assists department heads with estimates. Makes budgetary recommendations. Prepares the appropriation ordinance and related documents.
- Generates accurate reports in a user-friendly format so that department heads can financially manage their departments and activities. Manage and evaluates subordinates. Administer grants, including required record-keeping, financial records, reporting, etc. Formulates and oversees the City's investment programs and negotiates City fringe benefit contracts. The ability to communicate effectively with Mayor and City Council members.
- Communicate effectively oral and written presentations to the City Council as required. Help ensure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as generally accepted governmental accounting principles and nationally recognized governmental practices.
- Coordinates the annual audit with the City's external Certified Public Accountant. Prepares required worksheets, account analyses and reconciliations, and other documentation required to perform the audit. Implements required new financial reporting and government accounting standards issued by the Government Accounting Standards Board (GASS).
- Oversee the City's legacy defined benefit and deferred compensation retirement plans, including conferring and coordinating with the City's actuary the preparation of the annual actuarial valuation, GASB 67 and GASB 68 studies, census reports, and benefit statements. Transmits bi-weekly the required employer and employee contributions to the defined benefit plan and reconciles amounts transmitted to the general ledger. Prepares and submits terminated employees' requests for retirement benefits to the plan administrator.
- Responsible for enrolling new employees in the Tennessee Consolidated Retirement System (TCRS). Transmits monthly the required employer and employee contributions to TCRS and reconciles amounts transmitted to the general ledger. Notifies TCRS monthly of new enrollees and terminations.
- Oversee the preparation of the annual Other Post Employment Benefits (OPEB) actuarial study, including preparation of the annual census and submittal to the City's actuary. Prepares necessary adjusting journal entries to record annual OPEB activity in the financial statements.
- Responsible for the City's debt management program, including analysis of possible new debt issues, calculation of available debt capacity, analysis of various debt financing options, and making recommendations to the Council. Ensures required annual debt service payments are made and properly recorded in the accounting

records

- Monitors the cash flow of the City to ensure adequate liquid reserves are available to meet operating needs, transferring funds as needed. Prepares weekly cash report and analysis for the City Council.
- Updates the City's fixed asset records annually, recording new additions and deletions (sales, trade-ins, etc.).
- Responsible for the City's annual property, liability, and workers' compensation insurance renewals.
- Other duties that may be assigned by the City Council and/or City Manager.

**Education and/or Work Experience Requirements:**

Bachelor of Business Administration in Accounting, Finance, or closely related field; Master's degree preferred. Certified Government Finance Manager (CGFM), Certified Public Finance Officer (CPFO) or CPA with a minimum of five (5) years of primarily governmental experience with at least three (3) of those years in the State of Tennessee is preferred. Five (5) to seven (7) years of progressively responsible managerial positions in accounting and financial management required. Similar experience in the public sector is preferred.

Extensive knowledge of the principles and practices of modern municipal accounting, budgeting, and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations. Ability to analyze financial trends and needs organizational based on finance data. Ability to instill a sense of customer service and responsiveness throughout the finance department. Must have outstanding oral and written communication and presentation skills. Must possess excellent analytical and problem-solving skills. Extensive knowledge of modern management principles and practices.

Per T.C.A. 6-56-405 if qualifications do not meet the exemption criteria of the Municipal Finance Officer Certification (CMFO) and Education Act of 2007 (the Act), the treasurer must enroll and successfully complete the CMFO education program and obtain certification from the State of Tennessee. The maximum length of time allowed to obtain the certification is dictated by the state policies and procedures of the Act.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions with or without accommodations consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- **Environment:** Indoor office environment (tobacco free)
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office environment; to stand, stoop, reach, bend, kneel, squat, to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.

**Print Employee Name:**

*I acknowledge that I have read the job description and requirements for the City Treasurer position, and I certify by my signature that I can perform these functions.*

**Employee signature:**

**Date:**

Office Use Only

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	