

## **CITY OF BURBANK**

### **ASSISTANT CITY TREASURER**

#### **DEFINITION**

Under the general direction of the City Treasurer, to plan, organize, and manage the activities of the Office of the City Treasurer including the collection, custody, disbursement, management, and investment of City funds; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Administers and oversees all of the City's banking functions including deposits, deductions, verification of daily bank account position, processing of wire transfers, and reconciliation of bank statements; reviews, evaluates, and recommends banking services; negotiates and manages contracts; acts as a liaison with banking, investment, and safekeeping services; tracks City's investments; validates investment transactions and verifies documentation for compliance purposes; monitors City's portfolio to ensure investment policy compliance; assist in making cash management and investment decisions; coordinates the disbursement of City demands and paychecks with the Financial Services Department; works with the Financial Services Department to balance the General and Treasurer's Ledgers; oversees the implementation of petty cash disbursements to all departments; oversees the City's cash receipting program; directs the training of City staff in cash handling and deposit preparation; assists in the development and management of the Department's budget; supervises the preparation of the monthly Treasurer's Portfolio Report, the Annual Statement of Investment Policy, and other financial and treasury management reports; receives and responds to customers complaints and disputes; reviews and revises office procedures, forms, and systems; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; may act as the City Treasurer in their absence; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – principles, practices, and procedures of municipal accounting, financial operations, and investments; banking and investment products and services; practices and procedures of financial record-keeping, records and cash management, auditing and reporting; internal controls; modern office practices and procedures; personnel management and supervision.
- Skill in – interpreting and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing public finance and accounting; modern computer applications and related software, including, but not limited to spreadsheet applications such as Microsoft Excel at an intermediate or advanced level.

- Ability to – understand and apply a wide variety of legal requirements and departmental policies; develop and implement policies and procedures; plan and coordinate work schedules and projects; train, supervise, and evaluate the work of others; communicate effectively, both orally and in writing; locate, classify, and interpret a variety of statistical and related information; prepare accurate financial and statistical reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from an accredited college or university with a bachelor's degree in accounting, economics, finance, public administration, or a closely related field and five years of increasingly responsible experience in receiving, accounting, finance, or auditing, of which includes at least one year experience supervising personnel.

**License & Certificates:** A valid California Class "C" driver's license or its equivalent at time of appointment.

### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Certification as a Certified Public Accountant (CPA), California Certified Municipal Treasurer (CCMT), Certified Treasury Professional (CPT), and/or a Certified Public Funds Investment Manager (CPFIM); the ability to be bonded; experience in a municipal organization.