

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB450 Senior Treasury Specialist
POSITION #/TITLE: 2403 Senior Treasury Specialist	Adopted: 10-08
	Revised:

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Treasury	Manager Level: Lead Worker
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 2405/NB352/Treasury Operations Program Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard and Intermediate Excel
Personal Protective Equipment: None	

General Statement of Duties

Performs a wide variety of administrative support, detailed technical accounting and financial recording duties in support of the City's revenue receipting and reconciliation; cashiering and citywide remittance processing; performs related work as required.

Distinguishing Features of the Class

Work is performed under the general supervision of the Treasury Operations Program Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from the Treasury Specialist by lead duties and functions as the primary trainer to employees in the classification of Treasury Specialist.

Examples of Essential Work (Illustrative Only)

Determines the work processes for employees in the classification of Treasury Specialist and provides training on all aspects of responsibilities of the classification;
 Reviews Treasury Specialists' work for accuracy, compiles metrics and determines plan for improvement;
 Works with Project Accountants to ensure all revenues are receipted properly;
 Performs analysis, reporting, and troubleshoots parking related issues;
 Administers the parking violations software program; ensuring that it is accurate and provides necessary reporting to management;
 Performs revenue research for the Treasury Operations Program Manager as requested;
 Processes documentation and performs timely citywide receipting into financial software (FMIS);
 Performs year end reporting and revenue receipt classification;
 Gathers, prepares, and batches payments for processing;
 Enters encoding and endorsing information on checks using automated device;
 Operates payment processing system to credit customer accounts within various billing systems, and create payment batch files to interface with city's FMIS;

Reconciles and prepares bank deposit;
Accepts payment from customers, makes change when necessary; researches problems and exceptions;
Maintains all deposit and receipt related files either electronically or hard copy;
Responds to requests for information from City managers/supervisors;
Performs wire transfers;
Applies city's cash management policies and prescribed procedures;
Reconciles department revenue reports to bank deposits and works with department customer service reps, bank personnel and payment originator to identify and properly apply payments or resolve discrepancies;
Monitors departmental receipting by accounting for all deposits, debits and credits;
Makes policy recommendations to Treasury Operations Program Manager related to the parking system;
Assists city departments with questions related to receipting and deposits;
Prepares various spreadsheets in support of revenue identification and application;
Interfaces with various finance personnel, and performs research, to reconcile city's bank account;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of generally accepted accounting principles;
Good knowledge of financial office procedures and practices;
Good knowledge of the functions of government in a municipality;
Good knowledge of accounts receivable processes;
Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
Ability to handle confidential and administrative information with tact and discretion;
Ability to communicate effectively and maintain working relationships with department heads, other City employees, outside auditors and the public;
Ability to train employees in the classification of Treasury Specialist;
Ability to prepare accurate and reliable reports;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Accounting, Finance or a closely related field; and
Considerable experience in governmental accounting processes; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle a variety of records and files and to operate a computer;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access office files and visit and distribute materials to other City offices.