

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB353 Treasury Specialist
<b>POSITION #/TITLE:</b> 2403, 2436, 2437 Treasury Specialist	<b>Adopted:</b> 04-07
	<b>Revised:</b> 09-15

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Treasury	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 07
<b>Reports To Position #/Job Code #/JC Title:</b> 2405/NB352/Treasury Operations Program Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Standard and Intermediate Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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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.

<b>Distinguishing Features of the Class</b>
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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.

<b>Examples of Essential Work (Illustrative Only)</b>
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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 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;  
 Takes payments 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;  
 Applies city's cash management policies and prescribed procedures;  
 Reconciles department revenue reports to bank deposits and works with department customer service reps to identify discrepancies;  
 Monitors departmental receipting by accounting for all deposits, debits and credits;  
 Prepares monthly spreadsheets for property taxes receivable and reconciles with the spreadsheet prepared by Project Accountants;

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 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  
Some 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.