

CITY OF BIXBY

JOB DESCRIPTION

JOB TITLE: CITY TREASURER/FINANCE DIRECTOR

SUPERVISOR'S TITLE: CITY MANAGER

DESCRIPTION DATE: November 23, 2015

POSITION SUMMARY

The City Treasurer/Finance Director is primarily responsible for the collection of monies owed to the City, the proper accounting for all City assets, establishing of banking relationships, and preparation and maintenance of accounting records and related reports.

PRINCIPAL DUTIES AND RESPONSIBILITIES- The following represents the majority of duties performed by the position, but are not meant to be all-inclusive nor prevent other duties from being assigned when necessary.

- Supervises the evaluation and development of the City Treasurer's operations, the planning, implementation, and coordination of programs with the other departments, to insure the needs of the City for proper accounting of City assets are addressed and satisfied.
- Develops new or modified policies and procedures to enhance operational efficiency; interprets and communicates City Council and City Manager decisions, policies, and directives to personnel; and communicates staff needs and suggestions to the City Manager, as appropriate.
- Requests the acquisition of materials and supplies for the department and for projects that the unit performs. Secures approval for purchases from the City Manager.
- Participates in the development of new City policies, procedures, and projects; coordinates the activities of the City Treasurer's function with other City activities.
- Reviews and prepares analyses and reports of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives.
- Prepares a preliminary City budget and coordinates the accumulation of projected expenses from all departments. Prepares budget calendar and publishes proposed budget in the newspaper.
- Monitors expenditures during the year against the capital and expense budgets.
- Supervises the distribution of funds.
- Evaluates the financial data and prepares the financial reporting for the City of Bixby.
- Supervises the establishment of the accounting systems for the City and makes any changes required by federal and state law. Maintains the accounting records to indicate from whom monies are received and when monies are spent.
- Is the liaison with the auditors and provides them with the assistance to complete the audit.

- Responsible for the investment of funds, establishment of banking relationships, initiation of banking accounts, and development of procedures to be used by the banks in the maintenance and disbursement of funds. Oversees the reconciliation of bank statements.
- Monitors the obligations of the City in City bonds. Makes recommendations on interest rates of new bond issues. Monitors arbitrage requirements.
- Provides accounting for City's capitalized assets and computes and applies depreciation.
- Deposits tax collections and maintains records of deposits. Audits tax deposit balances.
- Supervise payroll and human resources function.
- Supervises Accounts Payable, and Accountant functions.
- Prepares request for funds for grants awarded to the City.
- Prepares the Estimate of Needs and Sinking Fund Requirement for submission to Tulsa and Wagoner County Excise Boards.
- Responds to requests from the public and the media for financial information or financial records.

EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree in accounting or finance from an accredited university.
- Six (6) years of increasingly responsible experience in accounting, finance and supervision.
- Considerable knowledge of modern governmental accounting theory, principles, and practices, knowledge of pronouncements and requirements of GAAP and GASB.
- Experience with automated financial software systems.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid Oklahoma driver's license.
- Certified Public Accountant preferred.
- Must be bondable.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Ability to work on Windows, Excel and Word.
- Ability to effectively supervise staff and establish and maintain effective working relationships with employees, department heads and city officials.
- Ability to communicate orally and in writing.
- Ability to tactfully respond to citizen inquiries and complaints.

SALARY

- Based on education and experience.