

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF TREASURY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage revenue, bonding and all cash of the district, perform professional tasks at the managerial level to oversee the daily activities of the Treasury Department. Classification typically reports to the Director of Finance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Performs various managerial tasks; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult issues; enforces safe work practices; evaluates employee performance; counsels employees; administers oral and written warning and suspensions; recommends higher level discipline and other personnel actions, such as reclassifications.

Oversees and manages various accounting and financial functions of the department; supervises cash management; monitors customer billing and collection activities; reviews accounts receivables; oversees customer service.

Performs financial management activities; receives forecasting and monitors activity; develops debt projections; oversees sewer and water assessment; manages insurance claims.

Assists in controlling risk management activities including the worker's compensation program.

Oversees the accounting of employee benefits information; oversees pension calculations and program administration.

Plans and directs the Treasury division objectives and operations including revenue planning and accounting, cash and debt management, disbursement, risk management, customer services, and employee benefit accounting. Reviews reports on unit and sub-activity operations and directs corrections. Supervises subordinate supervisors and staff employees. Serves as Deputy Treasurer.

Analyzes information on Activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares or approves reports.

Develops, coordinates and reviews the District Revenue Budget and the Treasury division budget and reviews subordinate unit or sub-activity budgets. Develops capital budget requests. Controls activity expenditures within fund allocations and recommends fund transfers.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, finance or related field with a minimum of seven (7) years of experience in accounting, financial management, or related area including three (3) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.