

CITY OF CHATTANOOGA

Classification Specification Title: Assistant City Treasurer

Department: Finance

Pay Grade: GS.14

Supervision Received From: City Treasurer

FLSA Status: Exempt

Supervisory Responsibility For: Coordinator Senior Pgrms

Established: 6/29/07

Property Tax Clerk II, Revenue Specialist 2, Tax Manager

Revision Dates: 8/27/24;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating and managing the staff of the Treasury office and their activities. Duties include managing and guiding treasury staff on daily activities, coordinating and administering department personnel activities, including hiring, evaluating and maintaining employee records, managing and coordinating all processes surrounding the deposit of city revenues through the treasury office, preparing deposit slips, creating various reports. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Assistant City Treasurer is the first level of a two-level treasury management series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level treasury staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Assists in directing and overseeing City-wide treasury activities and operations, which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Oversees and participates in the handling, preparation and balancing of deposits of City revenues submitted through the Treasurer's Office which includes counting and verifying the accuracy of currency, coins, checks and credit card payments; entering deposit slips and credit card transactions on daily deposit summary reports; updating automated system; preparing funds for bank delivery; monitoring the accuracy of the Treasury change fund; ensuring available supply of deposit slips, bags and armored service receipt books; resolving balancing problems and performing other related activities.

Prepares and administers division budget; prepares cost estimates for budget recommendations; submits justifications for budget items and monitors and controls expenditures.

Oversees the procurement activities for the division; monitors item usage records; replacement item purchases and forms for payments related to purchases and expenditures; verifies the processing of purchase card transactions and assists with requests for proposals (RFP's).

Oversees the annual billing and collection of property, personal tax, stormwater fee and business license and business permits. Reviews and authorizes refunds relating to business licenses, property taxes and water quality fees. Coordinate with the Hamilton county Assessor's office regarding annual tax roll. Works with Hamilton County Trustee and City Attorneys in processing and billing of PILOT taxes.

Serves as secondary internal administrator for online treasury management of all City bank accounts including City Court camera citation account. Monitors bank credits and debits related to investments, wire transfers and automatic clearing house (ACH) deposits.

Processes investment purchases per City Investment Policy. Monitors and confirms bank accounts for debits related to returned checks, investments, wire transfers; receives bank debits and checks related to returned/uncollectible items due to insufficient funds, closed accounts, stop payments and related items; contacts banks to verify funds and redeposit; creates journal vouchers related to returned checks and incoming revenues and maintains related files and information.

Reviews time sheets, payroll and related documents.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information. Serves as the City Treasurer in his/her absence.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Finance, Accounting, Business Administration or related field and (3) years progressively responsible tax and treasury experience or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; advanced treasury principles and practices; project management principles; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies, procedures and standards; report preparation methods; budgeting principles; statistical techniques and applications; advanced financial analysis principles and methods; research methods and techniques; automated treasury systems and policy and procedure development and implementation practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing treasury operations; performing mathematical calculations; preparing and analyzing complex treasury reports; reading, comprehending and reviewing financial information; managing projects; managing and adapting to a rapidly changing environment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; handling multiple tasks simultaneously; managing and manipulating data; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.