

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT TO THE TREASURER

DEPARTMENT: TREASURER'S OFFICE

BASIC FUNCTION:

Under general supervision, performs technical, analytical and administrative work specific to the cash management functions of the City Treasurer's Office; researches investment information; maintains and prepares a variety of financial and investment records and reports; and, provides general clerical assistance to the City Treasurer.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the accountant as a specialized financial position in the area of cash management, banking and investment functions. This is a one position classification.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Assists the Treasurer in managing the city's cash accounts by monitoring daily bank balances, interest rates, projecting expenditures, and transferring funds between various accounts in order to maximize revenues available for daily investments.

Researches questionable banking transactions with the contracting bank or with the appropriate city employee; requests appropriate corrections. Notifies Finance of discrepancies and completes follow-up as required.

Prepares wire transfer instructions, verifies transactions and investment confirmations daily.

Maintains computer based investment program and banking on-line programs through contact with banking or programming personnel.

Researches city receipts and disbursements for cash flow forecasting.

Prepares an annual cash budget for all funds based on past financial activities and projected expenditures.

Maintains the investment database portfolio, files and statements and reviews and reconciles statements from all banking and LAIF accounts with the investment database.

Conducts routine financial and investment studies as requested.

Prepares a variety of reports to the Treasurer, Investment Review Committee and City Council.

Maintains all statistics on State and County apportionment income (property tax and revenue sharing receipts), investment and bank account interest income.

Attends and takes minutes of quarterly Investment Review Committee.

Maintains contract and authorization files for Custody, Banking, armored transport and investment software accounts. Recommends changes when contracts are up for renewal.

Acts as liaison for city during contracting process with banks or companies involved. Reviews contracts before submission to Treasurer and City Council for signature.

Coordinates information with other city departments, outside agencies and businesses related to the City Treasurer office activities.

Maintains communications with brokers, banking representatives, city officials and the public requiring treasury assistance or information.

Performs clerical support and other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices, terminology and procedures used in cash management and investment functions.
- City policies and procedures related to assigned duties.
- Methods and techniques of statistical analysis and report presentation.
- Standard office methods, practices and procedures.
- Computerized accounting and recordkeeping systems and related software applications for performing required duties.

Ability to:

- Demonstrate excellent customer service.
- Perform cash management and forecasting duties, recommending actions and making independent decisions applying appropriate guidelines.
- Collect, analyze and interpret data pertaining to cash management, investment and related financial functions.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with regulations, policies and financial guidelines.
- Utilize appropriate computerized systems and software applications.
- Understand and follow oral and written directions.
- Establish and maintain effective relationships with city officials, employees, representatives from other agencies and the public.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with specialization in finance, banking, accounting or a related business management field, **and**, one year of increasingly responsible experience in finance, banking, accounting, stock brokerage or municipal government investment activities.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; analyze and solve problems; use reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, technical vendors and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.

DATE APPROVED: June 5, 2001