

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Treasury Officer (2365)
DEPARTMENT Finance
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Department Director

SALARY RANGE: \$28,531-50,655 (O)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: City Hall

GENERAL DESCRIPTION

The Treasury Officer oversees and has ultimate responsibility for the Treasury Division including cash flow management and investment, debt service management and post-issuance compliance, collection and processing of receivables, and for forecasting and monitoring of budgeted revenues.

SUPERVISION RECEIVED

Works under the general direction of the Finance Director subject to the relevant policies and procedures approved by the Governing Body and City Manager.

SUPERVISION EXERCISED

Provides general supervision to the Cash Management and Investment Officer, Accounts Receivable Specialists and Cashier Supervisors.

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions outlined herein is intended to be representative of the tasks performed within this classification, not necessarily a comprehensive description of any particular position within it. The omission of an essential function does not preclude Management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Directs, oversees, provides daily support to, has ultimate responsibility for the activities of the Treasury Division, and serves as a liaison between the division and various levels of internal/external contacts regarding financial issues.

Develops and enforces goals, policies, and procedures for the division, and makes policy recommendations to the Finance Director, City Manager, and Governing Body related to the Treasury function as necessary.

Advises management on investments and loans, and analyzes, develops, negotiates, and coordinates the issuance and administration of debt financing including long-term bonds, commercial paper, and federal and state loan programs.

Directs the cash management function to ensure that sufficient funds are always available to meet planned expenditures.

Manages funds to include timely and prudent investment of cash balances, proper deposit of cash receipts, and interacts with brokers and banking officials and maintains positive banking relationships in support of these responsibilities.

Oversees activities related to federal and state funding to include grant application and compliance, record keeping, and interactions with the appropriate individuals as necessary.

Manages staff and performs complex analysis of and reports on cash flows and liquidity; and reviews and evaluates revenue trends to assist management plan for future financial decisions and positions.

Oversees the functions of securing, counting, depositing and reporting of cash collections; supervises delinquent account collections and credit extensions; and develops policies for debt collection and customer credit extensions.

Develops, submits for approval, and monitors divisional budget and takes action to correct related variances.

Analyzes financial records to audit past actions, performance, and plans/goals.

Recruits, trains and supervises team members.

Develops investment strategies and policies and oversees investment portfolio management.

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Prepares and interprets a variety of reports for city-wide use and support.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in accounting, finance, public administration, business administration or related field; two (2) years of experience as an investment manager, senior financial analyst, or related treasury experience; and, two (2) years of supervisory experience. Completion of, or progress toward, Chartered Financial Analyst (CFA) designation desirable.

ADDITIONAL REQUIREMENTS

Must possess a valid New Mexico Class D driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire.

Must be bondable.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of cash flow analysis and revenue forecasting, business process design, investment portfolio management; principles common to effective and efficient procurement activities; cost analysis procedures; market pricing and cost control methods; personal computer operation and applicable software utilized in data base management activities; state purchasing regulations. interpersonal communication techniques; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); business and technical writing; operation of standard office equipment; interpersonal communication skills and telephone etiquette; public relations. **Working knowledge of** principles of management, supervision and employee motivation.

Skill in supervision, communication and cooperative problem-solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; exercise initiative and independent judgment and to react resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with administrators, vendors, co-workers and the general public; communicate effectively verbally and in writing; work under pressure of strict timelines; prepare and deliver written presentations; deal effectively with controversial issues

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, and not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel may be a requirement of the position. Daily exposure to VDT's and CRT's. Must be able to lift/carry 25 pounds.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.