

Treasurer/Finance Director—exempt Grade 57

City of Muskogee

Updated 11/2019



CLASS TITLE: Treasurer/Finance Director

PURPOSE OF THE CLASSIFICATION:

Plans and implements a comprehensive municipal financial program including the preparation of the annual budget and budget reports, investment of available City funds, financial structuring of capital improvement programs, management and investment of trust funds, administration of municipal debt and other financial and purchasing duties as assigned by the City Manager.

ESSENTIAL TASKS:

- Selects, orientates, trains, assigns, schedules, coaches, counsels and disciplines employees; communicates job expectations; plans, monitors, appraises and reviews job contributions; enforces policies and procedures.
- Supervises office employees and to ensure adherence to quality standards, deadlines, proper procedures; corrects errors or problems.
- Invests available municipal funds and funds held in trust by the municipality to the greatest advantage.
- Monitors the City's financial position and prepares reports as required for presentation to the City Manager and Council.
- Develops methods, procedures and guidelines for financial accounting of grants.
- Maintains all aspects of municipal fund investment; administers municipal debt.
- Confers and works with cooperating bankers, brokers and investment agencies.
- Conducts research to maximize income from investments while maintaining goals of minimizing risk consistent with statutes.
- Advises City Manager as to advertising and sale of bonds.
- Seeks ways to manage and retire bonds to the City's financial advantage.
- Maintains the City's insurance policies.
- Approves and transmits authorized payroll deductions including pension fund contributions.
- Participates in planning for long range capital improvements.
- Participates in preparation of the Annual Fiscal Year Municipal Budget and Trust Funds.
- Monitors and reports on revenues and expenditures in comparison to budget during the fiscal year.
- Cooperates with other City departments to further fiscal responsibility.
- Maintains records and submits reports as required by the City Manager and statute.
- Oversees the Muskogee Redevelopment Authority Finances.
- Files applicable sales and beverage tax returns for the Muskogee Redevelopment Authority.
- Develops, revises and administers purchasing standards and procedures in conjunction with the Purchasing Agent.
- Develops and administers the Finance Department annual budget.
- Interprets and explains regulations, policies, procedures and specifications.
- Oversees and reviews requisitions and signs purchase orders submitted by various departments for various items.
- Oversees and prepares staff reports, informational items, specifications and agenda items for various boards and meetings.
- Assists the City's auditors as required in their preparation of certified annual reports and statements.
- Attends meetings and conferences as required by the City Manager or in conjunction with the performance of assigned duties.
- Assists Information Technology with maintaining and upgrading the City's computerized financial records and the Human Resources/Personnel Department with payroll processing and records.
- Serves as a member of the Fire Pension Board and Police Pension Board by statute.
- Operates office equipment such as fax machines, copiers and phone systems, and uses computers for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

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REPORTING RELATIONSHIPS:

The Treasurer/Finance Director reports directly to the City Manager.

The Treasurer/Finance Director supervises the Strategic Financial Analyst/Purchasing Agent, Assistant Financial Analyst and Financial Support Officer.

QUALIFICATIONS:

Training and Experience: Requires graduation from an accredited college with a Bachelor's Degree in accounting, finance or a closely related field plus five (5) years of experience in municipal or governmental financial management. Three (3) of those years must include experience in municipal or governmental investment management, debt administration or budgeting. Preference given to candidates having prior supervisory experience.

Knowledge, Abilities and Skills: Considerable knowledge and experience in municipal or governmental financial management including comprehensive knowledge of public, trust, accrual and enterprise accounting principles. Ability to develop and calculate water and sewer charges based on direct and indirect costing. Ability to schedule and coordinate a wide variety of daily, weekly and monthly activities to ensure that deadlines are met. Exceptional organizational skills necessary. Must be skilled in the use of computers, word processing and spreadsheet applications.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional walking, standing, lifting and carrying of objects weighing up to ten (10) pounds; reaching, balancing, stooping, handling and climbing. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations.

STARTING PAY: \$35.04/hr. - \$50.74/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday.

WORK LOCATION: City of Muskogee Finance Department, 229 West Okmulgee Avenue, Muskogee, Oklahoma.

RESUMES MAY BE SUBMITTED BUT WE REQUIRE THAT OUR EMPLOYMENT APPLICATION BE COMPLETED AND SUBMITTED ALSO.

The employment application can be found on our website: <http://www.cityofmuskogee.com>. Just click on "Departments" (in the green bar toward the top of the page), then click on "Human Resources" (on the left side of the page), then click on "Links and Downloads" (on the left side of the page), then click on "Applications" (toward the bottom of the page), then click on "City of Muskogee Employment Application" (you can be print and fill out), or one can be faxed, emailed or mailed to you or you can pick one up from the City of Muskogee Human Resources Department at 229 West Okmulgee Street (the three story red brick building (Muskogee Municipal Building) at the southeast corner of 3rd and Okmulgee Streets). The Human Resources Department is located on the First Floor, Room 102. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled. EOE