



Class Title: ASSISTANT TO THE CITY MANAGER/TREASURER

Salary: DOQ. Range: \$68,000-\$85,000 as of 1.1.2024

AT-WILL. EXEMPT.

Full Time- No Remote Work Option

Department: City Manager's Office

Reports To: City Manager

Last Reviewed: 11.1.23

POSITION SUMMARY

This position provides leadership in all accounting and financial activities. This work involves providing subject matter expertise in public finance, treasury, public investment and analysis in a range of financial and accounting activities. This is a hands on position with limited supervision responsibilities.

This position is responsible for all financial functions of the City and will be evaluated on their ability to deliver results and products such as SAO Annual reports, claims, bank reconciliations and HR reports.

This position may have hiring/firing authority, will be involved in labor negotiations and will access confidential information.

GENERAL DESCRIPTION

This position will be consistent with the functions of municipal CFO's, Comptroller and HR Administrators. This position will be salaried and may opt out of health benefits if provided through spouse/partner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership and direction in the development of short and long range financial plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional financial advice to city manager and or council; requires independent judgment and discretion; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal

control; supports City Manager in preparation of the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Processes claims and revenues, bank reconciliations, financial trouble shooting, grants and contract management.

Serves as the senior financial advisor to the City Manager. City uses SpringBrook.

DESIRED MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration or a related field that provides necessary skills and abilities.
- Three years increasingly responsible experience in local government with a focus on finance and or HR.
- Excellent oral and written communication skills
- Ability to analyze and articulate complex issues encompassing a wide variety of disciplines to various audiences
- Experience in public accounting, cash and accrual basis accounting.

Preferred qualifications

- Masters Degree in Public Administration or an applicable field of study
- Experience in intergovernmental relations.
- Accounting, GFOA certificates/CPA.
- HR Certifications.