



City Treasurer/Finance Director

Essential Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and administers the financial activities of the City in accordance with Generally Accepted Accounting Principles and local, State, and Federal regulations. Oversees centralized accounting and bookkeeping activities including accounts payable and receivable, payroll, cashing, tax billing, utility billing, and related work. Also serves as the Treasurer of both the City's DDA and the LDFA.
2. Responsible for the coordination and implementation of the City's budget process. Assists City departments in developing budget requests, and revenue and expense projections. Reviews departmental budget requests and provides expertise on accounting and reporting procedures and City fiscal policies. Oversees budget amendments and transfers as needed.
3. Plans, organizes and performs financial accounting activities and prepares and submits required reports in accordance with accepted fiscal practices and Federal, State, and local regulations. Monitors financial reporting requirements from the State of Michigan and assists departments in the preparation of project-specific reports.
4. Oversees the disbursement of funds in accordance with the provisions of law and the City Charter, and ensures the filing of all monthly, quarterly, and year-end employment-related reports as needed. Oversees the daily cash-out of the tax cash drawer. Ensures tax receipts and cash balance at the end of each business day.
5. Manages the year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure the accuracy of financial reporting. Provides documentation and analysis to the auditors as needed.
6. Manages the sorting, processing, and mailing of tax billings, and collection of real and personal property taxes, special assessments, fees, and other monies due to the City. Administers delinquencies, public notices, and bankruptcies as appropriate. Distributes tax money to appropriate accounts and balances tax rolls with all necessary agencies.



7. Responds to taxpayer inquiries in person or by phone, and processes and resolves complaints. Explains taxation issues, investment practices, and the tax assessment and collection process. Responds promptly to requests for information from financial institutions, title companies, realtors, city officials, and other city staff.
8. In coordination with the City Manager, oversees the issuance, administration, and repayment of debt including bonds and installment agreements.
9. Monitors the status of other revenue sources including, State and Federal funding. Evaluates financial trends and fiscal status, performs cost analysis, and prepares and presents recommendations.
10. Performs cash management functions including investment of municipal funds. Assures the balancing of all funds and reconciliation of all internal and bank accounts. Investigates and examines various investment options in order to achieve the best possible rate of return.
11. Plans, organizes, and directs all aspects of Treasurer/Finance departmental operations including personnel, budgeting, and general administration. Develops, recommends, and implements Treasurer/Finance departmental policies and procedures, internal controls, and goals and objectives in accordance with department needs, City policies, and legal requirements.
12. Recruits and recommends the hiring of Treasurer/Finance department employees. Assigns work, supervises Treasurer/Finance department personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
13. Coordinates the City's IT services and projects with the support of the City's IT consultant including the replacement of primary IT infrastructure including servers, network components, and other technical equipment. Troubleshoots basic IT issues and coordinates with IT consultants for more complex issues.
14. Acts as Treasurer/Finance departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, city officials, employees, and others.
15. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate and as allowed by policy.
17. Performs other related duties as assigned.