

CITY OF CHATTANOOGA

Classification Specification Title: City Treasurer

Department: Finance

Pay Grade: GS.15

Supervision Received From: City Finance Officer

FLSA Status: Exempt

**Supervisory Responsibility For: Assistant City Treasurer,
Treasury Analyst**

Established: 6/29/07

**Revision Dates: 4/1/25;
8/27/24; 10/20/23; 1/11/23**

CLASSIFICATION SUMMARY:

The Treasurer has the responsibility to lead the department of Treasury with skill and innovation. The Treasury has oversight responsibility to maximize collection and timely deposit of all City funds; ensures prudent investment of cash and that City cash and investment policies are updated and in compliance with state and local law. The Treasury is also responsible for managing the City's portfolio with emphasis on safety and liquidity in order to meet the daily cash needs of the City. The Treasurer is committed to serving with the highest of ethical standards that advance the Mayor's vision for Chattanooga. The Department is responsible for the collection, disbursement, transfer, custody, and investment.

SERIES LEVEL:

The City Treasurer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Directs and oversees City-wide treasury activities and operations which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Serves as the tax collector for the City, oversees billing and collection of current and delinquent property taxes, storm water fees, as well as business licenses and permits. Records payments from the Hamilton County Trustee for City portion of countywide sales taxes and hotel/motel occupancy taxes; files delinquent accounts with collection agencies and/or Clerk & Master, and ensures that the annual billing of property taxes are completed by the T.C.A deadlines.

Administers the City's portion of property tax relief and tax freeze for elderly, low-income, and disabled taxpayers.

Maintains files and collects payments for PILOT and franchise agreements.

Authorizes refund requests related to property, business taxes and storm water fees.

Manage the accounts receivable system to oversee revenue collections from City departments and government entities, ensuring deposits are properly accounted for and deposited in a timely manner.

Negotiates investment purchases with banks, brokers and dealers in an effort to obtain the highest yield for the City; maintains investment files and reports, ensuring funds are properly secured and conform to applicable state and local statutes governing the investment of public funds; record purchases and maturities and obtains bank credits and debits for documentation. Submit periodic investments reports to the council.

Serves as the internal administrator for the on-line banking system. Maintain new/current users' profiles, set limitations on bank access, processes reports from the on-line system, and advises applicable departments of incoming wires and funds for timely collection.

Monitors City bank accounts, ensuring availability of funds for accounts payable and/or payroll control pay warrants and checks, as well as for investment purchases; initiates or approves wire transfers on bank modules; monitors bank accounts for lockbox deposits and incoming and outgoing wire transfers; confirms bank debits related to tax liability and deferred compensation funds; verifies bank balances are in sync with applicable internal reports; reports account discrepancies; monitors stop payment and mismatch reports for City warrants and updates applicable systems on interest and fees associated with accounts.

Serves as the primary contact with bank representatives in order to maintain and update required documents, signature cards and/or resolutions, wire transfer agreements and various banking service agreements.

Participates on a variety of software implementation projects related to property taxes, business licenses and other applicable financial packages. Maintain and update any related policies and procedures.

Collaborates with tax attorneys in the collection of delinquent taxes related to bankruptcies, cases under appeal and municipal lien collection decisions.

Develops and oversees the organizational structure, the budget, and staffing of the Department of Treasury, in coordination with the Finance Administrator and the Chief of Staff.

Advises the Finance Administrator, Chief of Staff, the Mayor and City Council on matters related to municipal finance management issues.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in the business or governmental financial management sector or a related field. This should include two (2) years of experience relating to either cash management, investments, tax, or treasury, and two (2) years supervisory experience, or any combination of equivalent experience and education. Advanced degree in finance, accounting, business administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required five (5) years of experience as described above.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; advanced treasury principles and practices; project management principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, procedures and standards; report preparation methods; budgeting principles; statistical techniques and applications; advanced financial analysis principles and methods; research methods and techniques; automated treasury systems; policy and procedure development and implementation practices.

Skill in managing treasury operations; coordinating, managing and correlating a variety of financial data; exercising judgment in making management decisions; preparing and analyzing complex treasury reports; reading, comprehending and reviewing financial information; managing projects; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; managing and manipulating data; and collaborating with external agencies; Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality; Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, businesses, and other key stakeholders to achieve goals and objectives; Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team; and highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.