



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	City Treasurer
DEPARTMENT/DIVISION:	Finance Department/Treasury Division
PAY GRADE & HOURS:	Grade TBD 40-hour work week
UNION:	Non-Union/Non-Classified Plan

GENERAL STATEMENT OF DUTIES: Under the direction of the Finance Director, the City Treasurer is responsible for the oversight, planning and coordination of all programs, functions, and activities of the Treasury Division of the City of Woonsocket. Treasury functions include the collection of all municipal taxes and assessments, administration of tax sales, oversight and management of various City bank accounts and investments, facilitation of various City payments including wire transfers and bank drafts, preparation of cash flow statements, payment, management, presentation of City debt, supervision of Division personnel and the calculation and reporting of weights and measures, and does related work as required.

The position plans, organizes, directs and participates in the administration of tax collection procedures as established by state law, City ordinance and City policy. The position is responsible for ensuring City compliance with all applicable laws and regulations governing the collection of municipal taxes and assessments, as well as their proper accounting. The position will serve as a key member of the Finance Department's leadership team, evaluating and enhancing the efficiency of the Treasury Division and ensuring that all Treasury functions occur in an effective, timely and financially controlled manner. This position will work collaboratively with the Mayor, Finance Director, City Solicitor and other department personnel to determine the needs of the City and take appropriate action as to meet them. This position will champion the values of the City as established by the Mayor, and will lead by example, accountability and a high degree of ethics.

SUPERVISION RECEIVED: Works under the administrative direction of the Finance Director with considerable latitude for the exercise of independent initiative and judgment. The City Treasurer is expected to be a self-starter who will work until an urgent task is complete even if it requires working beyond normal work hours.

SUPERVISION EXERCISED: Plans organizes, coordinates and directs the work of a clerical staff. Sets measurable staff goals and regularly determines adherence to those goals.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- Exercises oversight authority and has broad discretionary judgment to manage all functions and resources of the Treasury Division of the Finance Department to achieve the Department's priorities and objectives.
- Assists the Finance Director with the development and administration of the Treasury Division's budgets, policies, procedures, projects and programs so as to effectively and efficiently deliver high quality Treasury services to the City and its taxpayers.
- Develops best practices for the Division so that tax collection and other Division tasks, such as MLC preparation and lockbox administration, are conducted in an accurate and efficient manner.
- Conducts meetings with individual taxpayers, resolves discrepancies, negotiates payment plans and interest waivers, and enforces agreements.
- Establishes accurate periodic reporting on delinquent accounts and implements procedures to facilitate their collection.
- Provides timely and accurate financial data for all City departments, particularly for the Mayor, Finance Director, Assessor and City Solicitor.
- Manages the entire tax sale process from beginning to end, ensuring that the tax sale is conducted according to state law, and that all necessary data, correspondence and reporting is correct and is distributed according to the standards and due dates as established by state law.
- Ensures that Division operations conform to local, state, and federal government regulations, generally accepted accounting procedures (GAAP), as well as other applicable rules and policies.
- Supervises, establishes measurable goals and evaluates the work performance of direct reports in the Treasury Division.
- Oversees and maintains City bank accounts, including on-line banking and payment facilities, and negotiates and coordinates with banks and other providers for the best price and service levels.
- Administers the retail lockbox and other collection instruments that include on-line payment processing.
- Prepares cash flow summaries, audit schedules and other reports as required.
- Monitors and administers the City's tax, water, sewer and trash collection systems, and evaluates the efficacy of such systems.
- Reports on weights and measures accuracy.
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.
- Attends City Council meetings and other meetings as needed/required by the Finance Director.
- Performs additional related duties as required by the Finance Director or the Mayor.

QUALIFICATIONS: A Bachelor's Degree in Accounting, Finance, Administration, or a related field, or a Master's Degree in Finance, Accounting or Administration, or relevant experience gained through a minimum of three (3) years of employment in municipal, state or federal government, or in a public agency or in private industry in functions that incorporated either tax and user fee collections, debt service, accounting, banking, or other finance related administration, including at least two years (2) of supervisory experience. Proficiency in Microsoft office products is essential and knowledge, and/or prior use, of tax/fee collection software systems and enterprise-wide financial systems used in a municipality is helpful.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: This position requires a knowledgeable, organized, efficient, “take-charge” person who can quickly evaluate the Treasury Division’s strengths and weaknesses and immediately implement organizational changes to improve its function, and to make it more taxpayer friendly. The City Treasurer should have a thorough knowledge of the responsibilities and requirements of a municipal Treasury office, including an understanding of the best practices for tax and fee collections, tax sales, MLC preparation, banking and lockbox administration and employee motivation and management. The City Treasurer should be able to comprehend and enforce City Charter provisions, laws, ordinances and general municipal policies related to the collection of, and accounting for, municipal tax and assessment. Essential is an ability to work cooperatively with taxpayers and to negotiate and administer multiple payment plans and related agreements. The City Treasurer should be able to write taxpayer instructions, collection letters, procedures, policies and opinions, as well to make oral and PowerPoint presentations. Knowledge of the principles of office management and of modern business methods, cash collection equipment, applicable computer software, practices and procedures is important. Prior supervisory experience is required. The City Treasurer should be a diligent worker who can handle multiple priorities, reach consensus with other divisions and establish a culture of collaboration and accountability with staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.