

ASSISTANT TREASURER

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the City Treasurer, oversees treasury and cashier operations; directly supervises staff; oversees the daily cash management program; manages banking structure and banking relationships; manages tax billing and collections; manages all receivables due to the City; works closely with City Treasurer and Deputy City Treasurer to develop and implement internal controls and cash management policies.

The incumbent is assigned specific accounting management responsibilities related to the current and future development of the City of Albany's departmental accounting systems. Unique to this position is the ability to gather current city-wide accounting procedures, assess the needs of the individual departments and develop a city-wide streamlined computer accounts receivable system, including on-line payments. Based on governmental accounting principals, the position will compile, maintain and communicate the departmental needs to develop and implement a comprehensive city-wide computerized accounting system.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Monitors daily cash activity and position; interacts with banking relationships; initiates wire transactions;
- Plans, organizes and supervises the maintenance of a variety of financial records and clerical records and instructs subordinate staff in the specialized details of work;
- Assesses departmental accounting systems, develops, and implements city-wide computerized, including on-line payments, software programs and procedures;
- Oversees management of the City's cashier's office operations; undertakes continuous effort to improve operations, decrease turnaround times, streamline work processes and provide quality customer service;
- Reconciles subsidiary ledgers to general ledger and prepares journal entries and adjusts journal entries as required;
- Instructs, directs and supervises subordinate staff engaged in a variety of financial operations;
- Works closely with City Treasurer and Deputy Treasurer to identify and implement automated processes for the collection of monies due to the City, including online payment options;
- Manages all aspects of tax billing and collection; coordinates with Data Processing and City Assessor's Office to ensure timely billing and collection of property taxes;
- Assists in development of short and long range plans; gathers, interprets and prepares data for reports to Common Council and other City departments;
- Conducts research and prepares recommendations regarding operations, internal controls, financial software, etc;
- Manages various relationships with City departments to ensure proper billing and collection of monies due to the City;
- Coordinates with internal accounting staff and external auditors regarding audits, management reports and analysis;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of methods used in maintaining financial accounts and records;
- Good knowledge of modern general and governmental accounting, fiscal procedures and techniques including reporting and reconciliation;
- Good knowledge of personal computers and office equipment;
- Good knowledge of computer accounting software systems;
- Ability to maintain and interpret accounts and records;
- Ability to gather, analyze and prepare financial reports and cash analyses;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to understand and carry out moderately complex oral and written directions;
- Ability to plan, direct, and supervise the work of others;
- Ability to develop new operating procedures and effective fiscal policies;
- Ability to identify fiscal problems and recommend solutions;
- Ability to communicate effectively, both verbally and in writing;
- Attentiveness to detail;
- Tact and courtesy;
- Good judgment;
- Integrity;
- Confidentiality;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher), **and** (3) three years of progressive experience in accounting, municipal treasury, banking or related field, including two years of supervisory experience; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree **and** (5) five years of progressive experience in accounting, municipal treasury, banking or related field, including two years of supervisory experience; **OR**

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree in Accounting or closely related field may be substituted for one (1) year of experience.