Position: City Treasurer

Supervised by: City Manager
Supervises: Payroll/Utility Clerk
Salary Range: $45,000 to $55,000 DOE
Classification: Exempt

THE IDEAL CANDIDATE

The City of Wakefield is seeking a detailed oriented professional that will bring technical competence and financial acuity to the City Treasurer's office. Successful candidates must understand the business implication of their decisions and align their efforts with the financial goals of the City. Candidates should be capable of building effective working relationships with their fellow employees. Possess exceptional character, integrity, and high ethical standards, with a profound understanding that they will be entrusted with the public's funds.

The citizens of Wakefield have high expectations for all their City staff, and the Treasurer will need to work hard to meet them every day. The Treasurer must be open, honest, possess a high degree of integrity, and promote transparency. The Individual will work diligently to keep the City Manager informed about potential financial concerns and develop information to assist the City Council in making good, informed decisions. All-City Staff are expected to work toward win-win solutions while prioritizing the prudent use of taxpayer dollars.

FINANCIAL STATUS

The City of Wakefield is financially sound. The City's unassigned fund balance is over 50% of its annual operating budget. The City is only one of forty municipalities that operate an electric utility, with a nearly one million dollar budget. Additionally, the City operates a highly successful campground. The City is working towards fully funding its retiree obligations and has established an Other Post Employment Benefits (OPEB) Trust Fund.

TREASURERS OFFICE

The Office of the Treasurer is made up of two employees, consisting of the Treasurer and the Payroll/Utility Clerk. Technical support is provided by the City's auditing firm and financial advisors for specific projects, such as significant debt (bond) issues. The Treasurer works very closely with the City Clerk, City Assessor, City Manager, and key personnel. The Office of the Treasurer collaborates with the Office of the City Manager and all departments of the City to develop an annual budget and provide financial updates to the City Council.

HOW TO APPLY

Submit a Cover Letter and Resume to:

Robert A. Brown Jr
Office of the City Manager
City of Wakefield
509 Sunday Lake Street
Wakefield, MI 49968
Or
citymanager@cityofwakefieldmi.gov

IMPORTANT DATES:

Resumes must be received by May 17, 2023, at 2:00 PM CST
The review of resumes will begin on May 19, 2023
Interviews will be conducted on May 24 and 25.
Latest start date: Tuesday, June 11, 2023

POSITION SUMMARY

Under the general supervision of the City Manager, plans and directs the financial and treasury functions of the City. Ensures an accurate accounting of all City funds, monitors expenditures, collects taxes and other receivables, and payroll. Administers the City's investment plans participates in the budget process, and coordinates the annual audit.

ESSENTIAL JOB FUNCTIONS:

The Treasurer may be called upon to do any of the following essential functions. These examples only include some of the duties the Treasurer may be expected to perform. To perform the Treasurer job successfully, an individual must be able to perform each essential function satisfactorily:

1. Conducts and supervises accounting and bookkeeping activities, including payable and receivable, payroll, cashiering, tax billing, and related work. Plans organize and administer the City's financial activities following Generally Accepted Accounting Principles and local, State, and Federal regulations.

2. Responsible for the coordination and implementation of the City budget process. Works with City Staff in developing budget requests and revenue and expense projections. Reviews departmental budget requests and provides expertise in accounting and reporting procedures and City fiscal policies. Oversees budget amendments and transfers as needed.

3. Oversees the disbursement of funds by the provisions of law and the City Charter and ensures the filing of all monthly, quarterly, and year-end reports. Oversee the daily cash-out of the cash drawer. Ensure receipts and cash balances at the end of each business day.

4. Manage the year-end closing of financial records and the general audit. Prepare the year-end adjustments and schedules. Works with auditors to ensure the accuracy of financial reporting. Provides documentation and analysis to the auditors as requested.

5. 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 preparing project-specific reports.

6. Manage the sorting and mailing of tax billings and collection of real and personal property taxes, special assessments, fees, and other monies due to the City. Distributes tax money to appropriate entities and balances tax rolls with necessary agencies.

7. Respond to taxpayer inquiries in person, by phone, or by utilizing remote meeting software. Respond to requests for information from elected officials, financial institutions, title companies, realtors, and other City Staff.

8. In coordination with the City Manager, oversee the issuance, administration, and repayment of debts, including bonds and installment agreements.

9. Monitors the status of other revenue sources, including State and Federal funding.

10. Perform cash management functions, including investment of municipal funds. Assures the balancing of all funds and reconciliation of all internal and bank accounts. Investigates and examine various options to achieve the best possible rate of return.

11. Develops, recommends, and implements internal controls in accordance with departmental needs, city policies, and legal requirements.

12. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.

13. Maintain a constant vigilance of legislative and regulatory developments, directives from the Michigan Department of Treasure, and updates to General Accounting Principles. Attends conferences, workshops, and seminars when appropriate and approved.

14. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATION:

- An associate's degree or 90 credit hours of post-high school coursework is required.

- A Bachelor's Degree in accounting, finance, business administration, or related field is preferred.

- Three years or more of progressively responsible experience in accounting, finance, or a related field is required. Previous experience in a government setting is strongly preferred.

- Knowledgeable of the principles, practices, and legal regulations of government finance, financial reporting, budgeting, accounting, and investing is preferred.

- Knowledgeable of generally accepted accounting principles, experience with governmental accounting principles and practices, and the ability to apply them accurately is preferred.

- Comfortable with technology, such as Microsoft Office Suite or Apple iWork. Experience with BS&A and Encode beneficial.

- Experience in performing payroll functions, including knowledge of payroll software and understanding IRS regulations and requirements.

- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.

- Demonstrate success in establishing and maintaining effective working relationships and use good judgment, initiative, and resourcefulness, when dealing with employees, professional contacts, community leaders, and the public.

- Ability to master the types of government services the City provides, the City's organizational structure, and City operations to direct and assist the public effectively.

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines, and adjust to changes in priorities.

- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.

- Able to pass a criminal background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here represent those an employee encounters while performing the job's essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing this job's duties, an employee regularly works in an office setting with a controlled climate where they sit and work on a computer and communicate by telephone, computer, or in person. Will move around the office to travel to other locations and move items of light to moderate weight. The noise level in the work environment is usually quiet.

BENEFITS

The City offers a comprehensive benefits package, including health and dental insurance, a competitive defined benefit retirement plan, paid holidays, generous vacation, sick, and personal leave.