

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Budget/Treasury Officer</b>
<b>Class Code Number</b>	<b>2130</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>33</b>
<b>Effective Date</b>	<b>07-01-2014</b>

### General Statement of Duties

Plans, directs and coordinates the cash management and budgetary functions; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to manage the cash control functions and prepare and oversee the annual consolidated operating budget. The work is performed under the direct supervision of the Finance Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Deputy Budget/Treasury Officer and Customer Service Representative. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, banking institutions, State officials and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Ensures sufficient cash availability to meet the obligations of the City and Borough;
- Collects revenues, oversees and reconciles bank deposits and maintains accurate records and controls of revenues deposited;
- Manages and controls cash handling operations including insuring internal controls and physical security of funds are in place;
- Oversees the balancing of daily cash, assuming responsibility for all monies received;
- Performs daily cash flow analysis, recommending investment strategies and projecting expenditures;
- Notifies Finance Director of idle municipal funds, including calculation of amounts to be invested;
- Maintains records of the financial condition of all City and Borough funds and directs and assists in the preparation of various reports on the financial condition of the City;
- Plans, directs and coordinates the preparation of the annual Consolidated Operating Budget;
- Manages all aspects of annual budget execution including monitoring of departmental budget to actual expenditures and tracking of capital expenditures;
- Prepares for and attends quarterly Budget Advisory Committee meetings, facilitating budget execution review and adjustment;

- Performs budget analysis;
- Makes occasional oral or written presentations to the public;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Thorough knowledge of the theory, practices and procedures of generally accepted accounting principles;
- Thorough knowledge of principles and legal requirements of government accounting, budgeting and accounting controls;
- Thorough knowledge of Federal and State fund accounting, auditing and reporting requirements;
- Thorough knowledge of financial analysis, reporting and treasury management;
- Thorough knowledge of the methods of receiving, disbursing, depositing and providing security for large amounts of public monies;
- Thorough knowledge of computer spreadsheet and word processing applications currently used in the department;
- Good knowledge of principles of effective office and personnel management;
- Good knowledge of investment principles and investment risk analysis;
- Good knowledge of budget decrementing techniques, zero-based budgeting and incremental budgeting;
- Some knowledge of municipal bond issuance, accounting and record keeping procedures;
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Accounting, Business Administration, Finance or closely related field; and

- Some experience in governmental accounting, budgeting and financial analysis and management; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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- Possession of a driver's license issued by the State of Alaska.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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