



## Treasury Assistant

### ***Purpose of the role:***

Under general direction, performs duties associated with cash management and reporting as related to cash receipts, disbursements and investments; prepares entries to the General Ledger to generate monthly investment and trustee reports; performs monthly bank reconciliation duties for all bank accounts; provides general support to the Accounting Division in the preparation of reports, schedules, analyses and reconciliations; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

The Treasury Assistant is responsible for assisting in the daily management and investment of City funds and analysis of the City's cash account. This position is distinguished from an Accountant in that the former specializes in accounting work associated with investments, while the latter has responsibility for more general accounting and financial management functions for the City.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

### ***Essential Duties and Responsibilities:***

- Analyzes and determines current available cash balance by compiling daily cash flow worksheets for pre-issued warrants, revenue, expenses, investment maturities and amount of excess funds available for reinvestment or new investment.
- Obtains investment rate information and institutional financial data for Treasurer's review; executes purchase and sale of investment securities; prepares documents to generate monthly adjusting journal entries.
- Assumes responsibility for the receipt, custody and monthly investment reporting of all public funds under control of the City, as well as bond funds held by fiscal agents; provides support to Treasurer and chairperson of the City Investment Review Committee.
- Prepares audit confirmation letters as required by outside auditing firms concerning investments, bank reconciliations and bond statements.
- Compiles bank and accounting records for the operating and payroll accounts; compares deposits, wire transfers and returned checks; develops outstanding check lists, determines status of returned checks and final reconciliation of balances.

- Compiles information for revenue and expenses relating to investment earnings and generates computerized reports; prepares reports and notes addition of any new funds.
- Coordinates second trust deed loan information with the escrow company; processes outgoing wire transfers and prepares accounting documents.
- Prepares reports, schedules, analyses and reconciliations necessary for general support of Accounting Division projects and assignments.
- Prepares accounting documents and confirmations for investment transactions, outside legal services, trustee accounts and grants for review by external auditors.
- Performs special projects and provides backup to other accounting staff.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Principles and practices of general, fund and governmental accounting.
- Methods and techniques of financial statement preparation and reporting.
- Principles and practices of auditing.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Investment vehicles and market operations affecting the management of funds.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information and the interpretation of input and output.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Evaluate earnings potential of investment vehicles and develop investment recommendations.
- Implement and monitor financial procedures and controls.
- Read and interpret financial data and investment information.
- Perform highly detailed work involving the use of independent judgment.
- Understand, explain and apply City, state and federal laws regulating City financial accounting, reporting and record keeping, investment and borrowing of funds.
- Develop forms, records, systems and procedures for internal control of cash.
- Prepare clear, concise and complete treasury reports, financial statements, analyses and other written reports.
- Perform complex mathematical calculations.
- Use and apply mathematical reasoning.
- Conduct complex research and analysis, identify alternative solutions, project consequences of proposed actions, and implement approved recommendations.

- Exercise sound, independent judgment within established guidelines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer-Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Experience Guidelines:**

**Education:**

A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field.

**Experience:**

Three years of accounting or financial experience, preferably involving the management and investment of funds for a business or public agency.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

**Physical and Environmental Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; regularly interaction with City staff and outside organizations/agencies.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: