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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | CITY TREASURER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a city treasurer consists of directing municipal financial activities, such as planning, procurement, and investments. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
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| TASKS: | * Analyse and review budgetary and financial data and prepare quarterly reports;
* Control and authorise payments according to established restrictions;
* Develop and formulate the annual budget, as required;
* Continue contact with external agencies to exchange information;
* Control the city utility and customer service;
* Examine and evaluate the efficiency and effectiveness of methods of service delivery;
* Discuss and resolve significant and controversial issues;
* Formulate monthly claim expenditures for review by the Council;
* Deliver annual statement of investment policy and quarterly investment reports to city council;
* Retrieve data from existing spreadsheet models, database files and other automated or manual sources.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |