

## TREASURER

### JOB DESCRIPTION

**Classification Responsibilities:** The Treasurer within the Financial Services Department is responsible for a variety of highly complex professional-level duties involving the City's Investments, Debt, Community Facility Districts (CFD) and Deferred Compensation. An employee in this class provides input to policy development/revision activities and is expected to explain/interpret policy to other employees in the Accounting Division and to employees in various City departments. Specific duties include: the issuance of long-term debt vehicles to meet capital demands, the implementation of refinancing and/or refunding options to reduce costs or maximize savings, the use of investment vehicles that optimize the City's financial portfolio, and dissemination of financial information to the public and credit rating agencies for disclosure purposes. This position works with the Finance Director and Chief Financial Officer (CFO) to manage the following programs and performs related administrative and management duties as required.

*Cash & Investment Management Program:* This position manages the use of the City's fiscal portfolio and executes all cash and investment functions within the City which includes:

- Developing and coordinating anticipated cash flows of the City's accounts to ensure accurate revenue forecasts and optimal investments;
- Analyzing current market trends and making appropriate decisions on asset allocation, portfolio duration and best yield available to meet the City's investment objective;
- Securing and investing City Funds;
- Developing and managing relationships with brokers, money managers, and consultants;
- Placing investments through brokers and other financial service providers;
- Reviewing existing City investments to ensure they comply with the City's investment policy; and
- Preparing investment analysis and financial reports and statements for Finance Director and CFO.

*Debt Management Program:* This position oversees the issuance, management, and ongoing reporting of the City's debt program which includes:

- Coordinating the structuring and issuance of long-term debt for both the City and CFDs at appropriate intervals and in reasonable amounts that support approved capital expenditures;
- Determining City's and CFD's overall bond capacity and provide assistance on new financing programs;
- Working with a contracted financial advisor to develop and optimize debt service costs and ensure maximum value is realized for the City;
- Working with a contracted financial advisor, Finance Director, and CFO on planned refinancing and/or refunding options to reduce costs or maximize savings for both the City and CFDs;
- Assisting in the preparation of bond documents including preliminary and final official statements for both the City and CFDs;
- Serving as the liaison to bond rating agencies and institutional investors for both the City and CFDs;
- Ensuring compliance with all terms, conditions and disclosure required by the legal documents governing the debt issuances and refunding of debt as appropriate, including Internal Revenue Service (IRS) and Municipal Securities Rulemaking Board (MSRB) rules and regulations;
- Overseeing arbitrage compliance of City bond issues;

- Working with the City's Bonding Agent to assure timely payments of all debt obligations - principal and interest for both the City and CFDs; and
- Calculating annual Property Tax Rate for City and CFD and preparing related City Council and CFD Board documents for their consideration.

*Community Facilities Districts Program:* Represents the City to other agencies, developers, consultants, and the public in the development, formation, and maintenance of various districts such as CFD's and Improvement Districts, ensuring compliance with state and municipal ordinances.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Treasurer's work assignments are broad in scope and are performed with considerable independence. This class is supervised by the Finance Director through reports, meetings and conferences regarding overall results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Finance, Economics, or related field. Extensive (5+ years) full-time, professional-level employment in accounting, budgeting, finance, or closely related financial position.

**Special Requirements.** None.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualification.** Considerable (3 - 5 years) prior governmental experience in investment management and debt management.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, auditors, brokers, financial advisors, money makers, consultants, City employees, vendors, Department Directors, and the City Manager's Office in order to acquire information, provide information, or resolve problems. Assists the CFO and/or Finance Director with City Council reporting. Prepares written documents including the Arbitrage Analysis and Rating Documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar; works with supervisory staff in training new staff. Communicates effectively verbally and in writing to resolve day-to-day operation procedures.

**Manual/Physical:** Manages, monitors, and evaluates all City cash and investment funds. Oversees the issuance, management, and ongoing reporting of the City's debt program. Enters data and information into a personal computer in order to complete work. Prepares and/or updates detailed schedules, graphs, and charts in order to inform decision makers.

**Mental:** Analyzes current market trends and makes decisions on asset allocation, portfolio duration, and best yield available to meet the City's investment objectives. Plans and organizes the City's Investments, Debt, CFD's, and Deferred Compensation and provides guidelines to City management.

Prioritizes own work in order to complete within prescribed timelines. Resolves procedural, operational, and other work-related problems by meeting with peers involved in the various financial programs and identifying concerns and determining direction. Coordinates work activities and other tasks regarding assigned financial programs. Develops citywide and departmental policies and procedures, short- and long-term objectives, and establishes guidelines for assigned financial programs. Conducts research and analyzes data to make informed financial decisions and recommendations to management. Performs mathematical calculations, statistical computations, financial and cost analysis, and budget and forecasting. Understands complex statistical data.

**Knowledge/Abilities:**

Knowledge of:

Arizona Revised Statutes as they relate to investments, debt, and CFD's;  
debt management including bond sales;  
Government Finance Officers Association (GFOA) standards and best practices;  
information available in various investment/debt or Enterprise Resource Planning (ERP) systems;  
municipal finance administration and governmental accounting/financial reporting standards and principles;  
public financial principles and practices, basic laws, ordinances and regulations pertaining to municipal finance, management, and fiscal policies;  
research methods and techniques; and  
deferred compensation.

Ability to:

apply fundamental principles of long-term debt design, execution and administration, cash management and short-term investments, standards of evaluation used by debt rating agencies, and macro-economics as it pertains to municipal financial management;  
work on own recognizance without detailed written instructions;  
analyze and evaluate account-related problems to determine possible solutions;  
examine, interpret, and verify a wide variety of financial documents and reports;  
prepare concise comprehensive reports, including necessary supporting documentation, concerning investing and debt activities;  
make critical independent decisions involving work with investment program, debt program, and CFD's;  
and  
interact and effectively communicate complex issues with City officials, co-workers, other management staff, and the general public to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS5915.DOCX  
EEO-Prof  
JOB FCTN-FIN  
INCREMENTS 43-200

PAY GRADE 59  
IND-9410  
SWORN-No