



Treasurer City of Sycamore

The City of Sycamore is seeking a Full-time Treasurer, which is part of the Administration Department. This position reports directly to the City Manager. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of Treasurer is responsible for proper investments, audits, accounting practices, and overall management of City funds; supervisory duties over the position of Accountant; related duties as required.

Minimum qualifications required:

Education:

Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or related field from an accredited college or university required; Master's Degree in similar field or CPA preferred.

Experience:

At least two years of professional experience in Financial Management (public or private) or related field required.

This is an exempt position. This position is a permanent position that requires the Treasurer to work a forty-hour work week with periodic work in the evenings and on weekends. This position is covered by the rules and regulations found in the annual salary ordinance, the City Code, and the Employee Handbook. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human and Administrative Resources Department. Position will remain open until filled. Any questions or inquiries should be directed to Human and Administrative Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com. Job will remain open until filled.

The City of Sycamore is an Equal Opportunity Employer

CITY OF SYCAMORE JOB DESCRIPTION

DATE APPROVED: 2020

POSITION TITLE: Treasurer

GROUP: Administration

REPORTS TO: City Manager

FLSA STATUS: Exempt

JOB SUMMARY:

The position of Treasurer is.

POSITION CONTEXT:

The position of Treasurer is assigned to the Administration Department, and is under the direct supervision of the City Manager. This position is a permanent position that requires the Treasurer to work a forty-hour work week with periodic work in the evenings and on weekends. This position is covered by the rules and regulations found in the annual salary ordinance, the City Code, and the Employee Handbook.

EXAMPLES OF MAJOR RESPONSIBILITIES AND DUTIES:

- **Administration:** Supervisory responsibilities over the position of Accountant; serves as one of the City's Freedom of Information Officer.
- **Policies:** assist with the maintenance and creation of written procedures concerning financial policies and procedures.
- **Audit:** coordinate the annual financial audit and issuance of the annual financial report; prepare special audits of businesses or utilities which may include audits of restaurant and bar tax payments, telecommunication taxes, franchise fee payments, or collection activities; act in the capacity of an internal auditor as directed.
- **Financial Reporting:** prepare all reports required by the City Code; prepare the State Annual Treasurer Report; prepare the annual Federal income reports for pension employees; work with the City Manager in preparing such monthly reports to the City Council that are necessary to summarize the financial condition of the City; oversee the closing of monthly and annual accounting periods.
- **Treasury Management:** oversee cash management activities which include the monitoring of bank account cash balances and oversight of cash transfers between bank accounts to cover obligations; ensure deposits are made in compliance with the City Code and financial policies; monitor the bank reconciliation process.
- **Investment Management:** manage the City's investment portfolio; perform investment management activities including record-keeping, researching investment alternatives and providing recommendations regarding investment opportunities, track investment balances and communicating with investment firms and local banks; examine interest rate income and make recommendations regarding banking and investment policies; assist in the management of Pension Board investments and attend Pension Board meetings as needed.
- **Accounting:** Perform reviews on the general ledger by account, fund, and system as a whole; assist with the preparation and review of journal entries; assist in the review and maintenance of capital project records; review and maintain budgetary records; process the City's bi-weekly payroll.
- **Computer System:** oversee the City financial computer system; maintain database integrity; help the

City manager and IT consultant guide the future direction of the City's information technology planning; monitor practice and the integrity of the parking ticket system.

- **Public Relations:** serve as the City's liaison to the banking community; serve as a voting member of the Fire Pension Board; serve as a City liaison to the Police Pension Board.
- **Special Assignments:** Periodically coordinate or respond to special projects as assigned by the City Manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Advanced knowledge and experience in governmental financial practices, accounting, and data processing
- Strong analytical and problem-solving skills
- Strong organizational skills with the ability to manage multiple priorities and projects concurrently
- Ability to work under strict deadlines
- Ability to work independently under general direction
- Ability to conduct complex research projects
- Ability to operate personal computers and numerous software packages
- Ability to assist other municipal employees in increasing their knowledge of data processing systems
- Ability to assist other municipal employees in the areas of accounting and audits
- Ability to effectively deal with representatives of the banking and financial community

EQUIPMENT USED: General office equipment, including personal computer.

MINIMUM QUALIFICATIONS REQUIRED:

Education:

Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or related field from an accredited college or university required; Master's Degree in similar field or CPA preferred.

Experience:

At least two years of professional experience in Financial Management (public or private) or related field required.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS:

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer. Sight is required for reading printed materials and a computer screen. Hearing is required for taking instructions or information from others either in person or by telephone. Speech is required for communicating with others. This is primarily a sedentary position, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasional bending, stooping, kneeling, reaching, pushing and pulling drawers open and closed may be necessary to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.