

Mayor
Elise Partin

Mayor Pro-Tem
Tara S. Almond

Council Members
Phil Carter
Eva Corley
James E. Jenkins

City Manager
Tracy Hegler

Assistant City Manager
James E. Crosland



MUNICIPAL TREASURER

Salary is dependent upon qualifications.

Closing date: 9-27-19

The City of Cayce is seeking applications for the position of Municipal Treasurer. The purpose of the class is to provide cash flow management and treasury service to the city; responsible for maintaining all city cash deposits, accounts payable, accounts receivable, payroll services and utility billings. The class plans, organizes and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports.

- Requires a Bachelor's degree with concentration in accounting, finance or related field or education and training equivalent to six plus years of college education in accounting, economics, finance or related field. CPA, CMA or GFOA preferred.
- Requires four years of finance and accounting experience and a minimum of four years in management or any equivalent combination of training and experience.
- Experience with SC PEBA Retirement and Insurance Benefits preferred, along with experience in payroll processing and familiarity with financial software. Must possess a valid driver's license.

Excellent benefits package that includes State Retirement and Insurance. Applications are available on the city website: www.cityofcayce-sc.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV report at first interview.** Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a drug test. **Application required.** E.O.E.

**CITY OF CAYCE
CLASS DESCRIPTION
2019**

CLASS TITLE: MUNICIPAL TREASURER

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide cash flow management and treasury service to the city. The class is responsible for maintaining all city cash deposits, accounts payable, accounts receivable and utility billings. The class plans, organizes and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

ESSENTIAL TASKS

The tasks listed below are those that represent most of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs supervisory functions such as training, work assignments, evaluation, counseling, in the Finance Department.

Maintains central accounting and financial reporting systems for the City of Cayce in accordance with established and accepted accounting principles and practices and in enough detail to produce accurate and effective cost, financial, and statistical data for management purposes.

Manages the disbursement of city funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Assists with the examination of all accounts, vouchers, requests for payment, payroll documents, invoices, tax statements, general ledger entries, check register, and related records as necessary in the maintenance and control of expenditures. Manages payment, reporting and reconciliation of all PEBA Retirement and Insurance matters.

Assists on matters pertaining to accounting, cost, cost allocation, budgeting, auditing, long-range planning, and financial management.

Assists the City Manager and Department Heads developing the yearly budget. Will help review, evaluate, and make recommendations on department budget requests to include original budget as well as supplemental appropriations and administrative budgetary transfers.

Ensures the city's CAFR meets the highest standards of reporting.

CLASS TITLE: MUNICIPAL TREASURER

Manages areas of tax levy and collection reporting. Assists with property tax revenues projections for the budget.

Prepares monthly, quarterly, and yearly financial reports and statements. Helps review and evaluate overall financial condition and keeps the City Manager advised.

Receives and /or reviews assessment data, invoices, requisitions, and other vendor pay requests; financial data from systems and advice from legal and other consultants.

Refers to accounting procedures, GASB statements, GFOA "Blue Book", state law, city code, South Carolina and Federal Tax Code, computer system data, and Human Resources and Procurement Policies.

Responsible for all accounting functions of the city, not only for the general governmental side but also for the city's Water and Sewer Utility (Enterprise) fund, TIF, H-Tax, Accommodations Tax and various other funds the city maintains.

Ensures all Bank/ Fund accounts are reconciled in a timely matter (Monthly).

Coordinates annual audit with city's accounting firm.

Attends conferences, training sessions, and meetings related to the management of city government.

Attends City Council meetings.

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Assists in yearly budget development and review.

Requires planning and directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT:

Requires negotiating, exchanging ideas, information and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions or solutions.

INVOLVEMENT WITH THINGS:

CLASS TITLE: MUNICIPAL TREASURER

Requires coordinating the activities of those operating or repairing complex or equipment that requires extended training and experience such as the application of custom or commercial financial, accounting, administrative and other complex software or systems.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

MATHEMATICAL REQUIREMENTS:

Requires using algebra working with such factors as finance and economics using financial and econometric models.

LANGUAGE REQUIREMENTS:

Requires reading financial reports; participating in panel discussions and speaking on a variety of subjects; writing reports and developing presentations for audiences.

MENTAL REQUIREMENTS:

Requires performing advanced professional level work in the analysis or interpretation of methods of a financial nature and the ability to formulate recommendations on the basis of such analysis, and the ability to use creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Bachelor's degree with concentration in accounting/ finance or related field or education and training equivalent to six plus years of college education in accounting, economics, finance or related field. CPA, CMA, or GFOA preferred

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina driver's license.

Preferred experience includes experience related with SCPEBA Retirement and Insurance Benefits, payroll processing, and financial software.

EXPERIENCE REQUIREMENTS:

CLASS TITLE: MUNICIPAL TREASURER

Requires four years of finance and accounting experience; and a minimum of four years in management, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves occasional keyboard operations.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing and speaking.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires decision-making, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.