City of Council Bluffs
Job Description

Treasury Team Lead

Department: Finance Department
Supervisor: Director of Finance
Location: City Hall
FLSA Status: Exempt
Prepared By: Cori Shaw, Recruiter
Prepared Date: December 2021
Union: Non-Union
Pay Grade: 20

Summary: An employee in this class is responsible for leading the accounts receivable and cash management function within the Treasury Division. Performs financial accounting, reporting, and analysis responsibilities. Works closely with management to ensure they have the necessary reporting to make sound financial decisions.

Essential Duties and Responsibilities:

- Manages the accounts receivable and revenue function including the timely processing, accounting, and internal controls
- Prepares financial accounting, analysis, and reconciliation of City financial accounts
- Prepares internal and external financial statements and reports by collecting, analyzing, and summarizing financial information
- Conducts analytical review of specific financial actions and prepares recommendations
- Assists in the preparation of the City's annual and amended budget
- Completes assigned responsibilities for the year-end close and audit
- Maintains effective communication and working relationships with City staff and external contacts
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises employees within the Treasury Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints; and resolving problems.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Bachelor's Degree from an accredited institution in Accounting or Finance
- Four years of experience in a finance role
- Enterprise Resource Planning (ERP) system experience, preferred
- Any equivalent combination of education and experience which provide the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:
- None Required

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is customer facing, with periods of very busy and relatively quiet cycles.

Other Skills and Abilities:
- Thorough knowledge of generally accepted accounting principles and of fund accounting
- Knowledge of accounting procedures and internal control techniques related to the revenue cycle
- Ability to analyze and organize data in support of assertions or conclusions
- Effective communication skills both orally and written
- Professional curiosity and desire to learn
- Ability to implement complex accounting guidance
- Strong leadership and management skills
- Strong organizational skills with the ability to manage multiple priorities and meet tight deadlines