

TREASURY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the treasury function of Broome County. Responsibilities include supervision of accounting and clerical staff engaged in the receipt and recording of County funds. Under the general direction of the Commissioner of Finance, the incumbent determines status of County receivables, amount of funds available for investment, reconciliation of real property tax general ledger accounts, preparation of the levies of property taxes to municipalities, preparation of schedules and information related to debt issuance and distributions of sales and mortgage taxes to municipalities. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises accountant and clerical support including work scheduling, determination of and adherence to time-lines and development and revision of procedures;

Determines monies available to invest, maturity of investments and the most appropriate investment instrument;

Maintains adequate cash balances in all accounting funds, reconciling treasurer's and primary cash levels;

Audits and documents collateral pledged by banks to secure Broome County's deposits; follows up with banking institutions in instances of deficient or incorrect collateralization;

Monitors contractual arrangements with banks to assure that Broome County is in compliance with local and state regulation and policy;

Prepares the annual real property tax levies for the municipalities of Broome County, resolving issues related to the same, working with the Department of Real Property Tax Services;

Monitors interest rates, interest earnings, tax collection, and other general revenue items;

Schedules and makes debt service payments for both short and long-term debt;

Oversees and assists with the tax collector settlement process for both Town and County and School levies;

Ensures the software adequacy of the section;

Assists in developing and updating cash management policies and procedures;

Distributes Sales Tax quarterly and Mortgage Tax semi-annually to local municipalities;

Reviews, monitors and sends billings to appropriate organizations with payment-in-lieu of tax agreements;

Compiles arbitrage rebate required by Federal Statute;

Maintains compliance with all State and Federal Tax Laws;

Prepares official statement for debt issuance, including working with fiscal advisors, bond counsel and relevant departments to accumulate information, determine amount necessary to be issued and arrange specifics of the sale;

Manages interfund receivables.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local, state and federal regulations as they apply to the calculation, collection and settlement of tax revenues;
Good knowledge of state statutes as they apply to investment vehicles allowable by county government;
Good knowledge of data processing techniques;
Good knowledge of office terminology, procedures and policies;
Good knowledge of government accounting procedures;
Ability to analyze system accounting reports;
Ability to establish and maintain effective working relationships;
Ability to supervise;
Ability to accurately research and maintain compliance with local, State and Federal regulations concerning real property tax and local finance law;
Ability to revise and develop cash management and related accounting policies and procedures;
Ability to communicate complex issues effectively both orally and in writing;
Initiative;
Integrity;
Independence;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including or supplemented by 18 credit hours in accounting and two years experience performing duties involving investment, budget or cash management; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in accounting, finance, public or business administration or closely related field; OR
- C) An equivalent combination of training and experience as described in A) and B) above.

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COMPETITIVE