



The following full-time employment posting will remain open until filled

## CITY TREASURER / FINANCE DIRECTOR

**Salary: \$83,528.36 dependent on qualifications and experience.**

Do you have municipal finance experience? Do you enjoy Northern Michigan's year-round activities and being part of a thriving community? If you responded yes, then The Traverse City Treasurer/Finance Director position could be exactly the employment opportunity you have been looking for!

Traverse City Michigan is located in portions of both Grand Traverse County and Leelanau County within Northern Lower Michigan. Traverse City is a lakeside haven close to a wide array of activities and it has been named as one of the best Midwest ski towns, one of the best beach towns to live in, and one of the most charming Main Streets in America. With its picturesque lakeside setting, nearby ski areas, and rustic wineries, it's no wonder that Traverse City has been named on countless lists as an excellent place to visit, work, and explore.

The City of Traverse City is in search of an experienced Treasurer / Finance Director. The ideal candidate will have experience in public sector finance including but not limited to budgets, audits, investments, pension systems and experience with millages and tax increment financing. An individual in this position must have the ability to critically think, analyze data, and engage with stakeholders including the City Manager, City Commission, Department Directors, DDA and Pension Board.

Comprehensive benefit package including paid time off, short-term leave, health, dental, vision, and life insurance, employer retirement contribution, and participation in Michigan's Municipal Employee Retirement System, pension benefit program.

**Please visit the following Traverse City webpages for more detail:**

- Treasurer's Office Webpage [Traverse City Treasurer's Office Webpage](#)
- Traverse City Annual Budget [Traverse City Annual Budget](#)
- Traverse City Website: [City of Traverse City Website](#)
- Benefit Summary: [Traverse City A.C. T. Group Benefit Summary](#)

**TO BE CONSIDERED CANDIDATES MUST SUBMIT RESUME AND COVER LETTER** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [citypers@traverscitymi.gov](mailto:citypers@traverscitymi.gov).

*The City of Traverse City is a drug-free workplace and an equal opportunity employer. All employment actions are taken without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, religious beliefs, marital status, veteran status, disability, genetic information or political affiliation. Employees must live within a radius of twenty (20) miles of the City limits, measured from the nearest City limit.*

## **JOB DESCRIPTION: CITY TREASURER / FINANCE DIRECTOR**

### **UNIT GROUP – A.C.T. GROUP**

#### **REPORTING RELATIONSHIP**

Receives general supervision by the City Manager. Supervisory responsibility for the Treasurer's Department

#### **Essential Job Functions:**

This position serves as corporate financial officer of the City in accordance with City Charter, federal, state and local law. The Treasurer/Finance Director plans and directs the financial accounting and treasury functions of the City. Ensures accurate accounting of all City funds, direct preparation of the budget for review and adoption; projection of revenue estimates and expenditures; and preparation of bond issues and offerings, monitors expenditures, collects taxes and other receivables, administers accounts payable, and oversees debt issuance and management. Ensures the City's compliance with Generally Accepted Accounting Standards.

In accordance with City Charter, the City Treasurer shall have the custody of all money, bonds, notes, mortgages, leases and conveyances of value belonging to the City. Receive all money belonging to and receivable by the corporation and shall keep account of all receipts and expenditures thereof. The Treasurer shall be collector of all taxes levied by the City; collect and receive all rents, rates and dues from all public utilities owned or operated by the City. Keep account of and be charged with all taxes and money appropriated, raised or received for each fund of the corporation, and keep a separate account of each fund and credit all money raised, paid in or appropriated, and pay every warrant or check out of the particular fund established or raised for the purpose for which the warrant was issued as indicated thereon and endorsed by the City Clerk.

**JOB RESPONSIBILITIES:** *This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.*

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City's safety procedures at all times.
2. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops and implements departmental policies and procedures, internal controls and reporting forms and departmental goals and objectives in accordance with department needs, City directives and applicable laws.
3. Participates in the recruitment and hiring of department personnel directly or through

subordinate personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Administers disciplinary action according to established procedures.

4. Maintains all financial records and monitors all accounts of the City. Plans, organizes and administers the financial activities of the City in accordance with accepted fiscal practices, and state and local regulations.
5. Develops and administers the City's budget. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on accounting and reporting procedures, account discrepancies, tax regulations, and City fiscal policies.
6. Oversees the collection of taxes, utility billing and collections, and other payments to the City. Manages legal proceedings relating to delinquent accounts, property seizures, tax auctions, and other collections processes.
7. Evaluates financial trends and fiscal status, performs cost analysis and feasibility studies, and prepares periodic reports and recommendations to the City Manager and City Commission. Attends City Council meetings, completes special projects, and makes presentations as requested. Prepares various financial reports required by the City, state, and federal agencies.
8. Works closely with auditors to ensure accuracy of financial reporting. Supervises the year-end closing of financial records. Provides documentation and information.
9. Performs cash management functions including investment of municipal funds. Researches investment options and recommends action to achieve the best possible combination of Safety of principal, Liquidity, and Rate of return.
10. Researches, collects, assembles and analyzes information for use during labor negotiations. Produces charts and tables, generates models, and analyzes various scenarios.
11. Works with the administrator of the Police and Fire pension system. Serves as a statutory member to the Police and Fire Retirement Fund Board, which has the responsibility for the investment of pension funds.
12. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
13. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.
14. Establishes and maintains cooperative relationships with other City Departments, citizens, elected officials, development and community interests, peer agencies and related interests.

15. Demonstrates proficiency in accounting software packages, word processing, spreadsheets, database programs, and graphics packages to create, manipulate and/or format data, reports, publications and presentations.
16. Exercises judgment with respect to accuracy, thoroughness, confidentiality and sensitivity of information being processed.
17. Participates in and receives applicable training in the National Incident Management System (NIMS).
18. Performs related work as required.

**MINIMUM QUALIFICATIONS** – The requirements listed below are representative of the knowledge, skills, and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Knowledge of:**

- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, and investing.
- Thorough knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Thorough knowledge of public management techniques involved in operations management, personnel administration, and labor negotiations.

**Skills and Abilities to:**

- Develop, implement and maintain procedures and processes to enhance efficiency in department operations.
- Effectively use office equipment and technology, including computers and related software, and the ability to master new technologies.
- Respond to public inquiries and internal requests with a high degree of diplomacy, tact, accuracy and professionalism.
- Assemble and analyze financial data, develop operating and capital budgets, and prepare comprehensive and accurate reports.
- Effectively communicate ideas and concepts orally and in writing, and make presentations in public forums.
- Critically assess situations and solve problems, and work effectively under stress, work on several projects or issues simultaneously, within deadlines and changes in work priorities.
- Evaluate a variety of municipal financial services, analyze operating issues and establish internal and policy and procedural recommendations.
- Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Effectively train, lead and motivate employees and supervise and evaluate the work of others.
- Consistently demonstrate sound ethics and confidentiality of information.

**Education, Training and Experience:**

- Educational requirements include a bachelor's degree in accounting, finance, public administration or related field, Master's Degree preferred.
- Five to seven years in professional accounting or financial management in a municipal setting.
- Three years of supervisory experience preferred.

**Licensing and Other Requirements:**

- The City Manager shall appoint and remove, with the approval of five (5) members of the City Commission, a City Treasurer.
- Employees must live within a radius of twenty (20) miles of the City limits as measured from the nearest City limit. New Hires have one (1) year from date of hire to attain such residency. Website: [City of Traverse City 20 Mile Radius Map](#)

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** - The physical demands and work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISORY OR LEAD WORK RESPONSIBILITIES**

Coordination of the work of others is a normal function assigned to this position.

**PHYSICAL REQUIREMENTS**

In the performance of job duties, incumbent is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public.

The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights. Specific vision abilities required by this job include close vision distance vision, color vision, depth perception, and ability to adjust focus. May be required to lift up to 25 pounds.

**TOOLS AND EQUIPMENT USED**

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools and equipment.

**WORK ENVIRONMENT**

This job is typically performed in a business environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. The employee may be required to attend evening and/or weekend meetings, as directed. The employee occasionally is required to travel to other locations. The noise level in the work environment is can range between quiet to moderate.

*Job Description Updated: December 6, 2022*