



City of Irving Job Description

Treasury Manager

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	F061	Reports To (Job Title):	Finance Director

PURPOSE

Oversee cash management and investment portfolio and bank depository contract. Directly responsible for all operational, financial and administrative functions of the Tax Increment Finance (TIF) District #1 and financial operations of TIF #2. Directly responsible for preparation, analysis, administration and calculation of all economic incentive agreements. Directly responsible for offering documents and proceeds relating to bond issuance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Analyze cash position of 70 different City funds to determine if cash can be invested.
- Research investment opportunities in order to maximize yield and interest earnings for each fund.
- Primary contact on all banking issues.
- Manage the City's bank depository contract.
- Responsible for operations of the cash vault and armored car transport.
- Analyze all new business prospect incentive offers and make recommendation to Chief Financial Officer (CFO) for incentive levels (if any).
- Assist in negotiations and craft all economic incentive agreements for presentation to prospect and present final agreements and information to Council via agenda item.
- Review and evaluate company certifications and supporting data and calculate incentives as required by approved agreement through the duration of the incentive agreement.
- Directly responsible for preparing materials provided to bond rating agencies through coordination with Financial Advisor.
- Directly responsible for coordinating with bond attorneys in preparation of offering documents and proceeds relating to bond debt issuance.
- Prepare and present all property and annual reports for the TIF #1 Board of Directors.
- Analyze, calculate and prepare all TIF developer reimbursements for presentation to TIF Board and/or Council.
- Prepare and present all budgets, resolutions and meeting information for TIF #1 Board of Directors.
- Receive and administer all TIF #1 revenues from outside entities in accordance with adopted budget.

OTHER DUTIES AND RESPONSIBILITIES

- Restaurants with Alcoholic Beverages (RAB) Ordinance compliance reports and audits as required.
- Primary contact to Dallas County Tax Office and Dallas Central Appraisal District.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Investment portfolio of over 70 funds ranging from \$250 -350 million per year (depending on bond sale levels)
- TIF #1 budget of \$6.7 million
- Revenue and Debt Mgmt. budget in org 0803 \$692,000
- Economic incentive budgets in General and Debt Service Funds \$9.4 million
- Authorized to sign checks in the absence of the Chief Financial Officer
- Authorized to initiate or approve wire transfers on behalf of the City, Irving Arts Center and Irving Convention and Visitors Bureau

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Minimum Bachelor's Degree in accounting, finance or related field.
- MBA or MPA with a concentration in Finance *preferred*

EXPERIENCE

- At least five (5) years of experience in municipal budget and finance administration

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Financial and debt issuance procedures, extensively.
- Public investment law and procedure, extensively.
- Municipal economic development law, extensively.
- Methods of analysis relating to evaluation of company functions, personnel and taxable and non-taxable assets.
- Economic Development: Principles and practices of attracting and retaining revenue-generating businesses and other organizations to a specific location.
- Economics: Principles and practices of the financial markets, banking, and the analysis and reporting of economic data. This includes an extensive understanding of banking operations and services.
- Federal and state law relating to collateralization of public funds, extensively.

- Accounting principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Statistical principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas, which includes accurately investing and administering multi-million dollar budgets.
- Complex Financial Advising: Analyzing different financial options in a variety of areas and clearly presenting to management findings and recommendations.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Interactive Presentation: Effectively and concisely presenting information to audiences of various sizes and responding to questions.
- Management of Financial Resources: Determining how money will be spent to get the work done, and accounting for these expenditures.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, including written reports to boards and Council.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

This position is the primary contact on all banking issues, the Dallas County Tax Office, and the Dallas Central Appraisal District. It also interacts with: restaurant owners or staff regarding RAB Ordinance compliance, the Irving Chamber of Commerce, the TIF #1 Board of Directors, Developers in the TIF District, various companies and tax consultants receiving economic incentives, and investment brokers and bank officers.

EQUIPMENT AND PROPERTY

This position utilizes standard office equipment, including a computer, phone, and printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is required to talk and sit. Occasionally, s/he is required to lift up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Generally, a quiet office atmosphere is provided; however, some travel to off-site locations for meetings will be expected.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.