

**City of Scranton  
842 N. Washington Avenue  
Scranton, PA 18503**

**Position Description**

**Effective Date:**           **March 17, 2020**

**Position Description:** **Treasurer**

**Reports to:**               **Business Administrator**

**General overview of the position:**

**Treasurer Job Purpose:** The City Treasurer shall be appointed by the Mayor. The Treasurer shall function within the Department of Administration and report to the Business Administrator. The main purpose is to maintain records of the Cash Accounts and Transactions of the City.

**Skills/Education/Qualifications:** Knowledge of Accounting Theory and GAAP, Managing Processes, Financial Software, Developing Standards, Audit, Accounting, Corporate Finance, Tracking Budget Expenses, Financial Skills, Analyzing Information, Developing Budgets, Performance Management. Experience in working with Banking transactions and Banking relationships.

The Treasurer shall have at least a Bachelors Degree, preferably in a Finance, Accounting or Business Management field. Along with at least five years of related experience.

**Position other requirements:** The City Treasurer must be Bonded by an Accredited Insurance Institution as part of the requirements of the position. The cost of the Bond shall be borne by the City of Scranton.

**Treasurer Specific Job Duties:**

**Distribution and Documentation of City Funds:**

**1. Disbursement of City Funds:**

- a. **General:** The Treasurer shall be responsible for the disbursement of funds in accordance with the warrants presented to him/her therefore and duly signed by the City Controller and the head of the City Department or office requesting said disbursement.
- b. **Process:** It shall be the responsibility of the City Treasurer to evaluate the underlying approval of funds to be disbursed. The required approvals from the Department Manager, Office of Business Administration and City Controller.

- c. **Documentation:** The City Treasurer shall maintain records of the disbursement of funds and provide a report of the funds to the Mayor, Business Administrator and the Auditors upon request.

## 2. Cash Account Reporting:

- a. **General:** The Treasurer shall be responsible for the maintenance of cash account balance reports. The City Treasurer shall maintain a listing of all City and related Cash Accounts.
- b. **Process:** It shall be the responsibility of the City Treasurer to create a complete listing of the various Cash Accounts from the various banks and financial institutions. On a monthly basis, the City Treasurer will review and document the various balances as reported by the banking institutions and distribute to the Mayor, Business Administrator and City Controller.
- c. **Documentation:** The City Treasurer shall maintain the listing of Cash and Investment Accounts in the various banks and financial institutions with the supporting bank account documents.

## Planning and Budgeting:

### 3. Budgeting Process:

- a. **General:** The City Treasurer shall create the Treasurer Department Budget for the review and approval of the Business Administrator. The budget shall include the salary budget for each of the employees within the Treasurer's Department and the spending for the various expense categories. The budget shall consider the goals of the department and request funds needed to achieve the goals
- b. **Process:** It shall be the responsibility of the City Treasurer shall create a detailed budget and supporting documents. The detail shall include the salary budget for each of the employees within the department. The department expense budget shall include supporting detail for each of the majors spending line items within the budget.
- c. **Documentation:** The City Treasurer shall maintain and distribute the support for the budget to the Business Administrator for the inclusion in the City Annual Budget.

### 4. Financial Reporting Internal:

- a. **General:** The City Treasurer shall be responsible for the reporting of Receipts for the various fees, taxes and other receipts within his department.
- b. **Process:** It shall be the responsibility of the City Treasurer to create a complete report of the monthly receipts of the amounts received in the Treasurer's Department. The receipts shall be classified by type and entered into the accounting system. Also, the Treasurer shall summarize the receipts during the period from each category.
- c. **Documentation:** The City Treasurer shall maintain the listing of each of the receipts of funds received for fees, taxes and other receipts. The documentation shall be the support for the entries into the accounts system as Revenue items.

## 5. Financial Reporting External:

- a. **General:** The City Treasurer shall be responsible for the reporting of Receipts for the various fees, taxes and other receipts within his department to other departments which will support the Annual Financial Audit Report.
- b. **Process:** It shall be the responsibility of the City Treasurer to provide information to the outside audit firm of a complete report of the monthly and annual receipts of the amounts received in the Treasurer's Department. The receipts shall be classified by type and entered into the accounting system. The City Treasurer may also be responsible to provide information to the Auditors regarding the Treasury Process including the information about transaction processing and staff roles.
- c. **Documentation:** The City Treasurer shall provide documentary support to the External Auditors for the creation of the Annual Audit.

## 6. Control and Protection of Assets:

- a. **General:** The City Treasurer shall be responsible for the Internal Control of the various Cash Accounts and Transactions. The Internal Controls shall promote the reconciliation of the various balances of the cash accounts for the City.
- b. **Process:** As part of the transaction processing, the Treasurer shall insure that an effective system of Internal Control exists for the processing of transactions. The Internal Controls will be related to the accuracy of reporting, protection of City assets such as cash and other assets such as Receivables.
- c. **Documentation:** The City Treasurer shall maintain documentation of the System of Internal Control. This documentation will benefit the completion of Annual Audit, provide for the ability to evaluate the process used and to provide support to continually improving and monitoring the transaction processes.

## 7. Cash Processing Systems:

- a. **General:** The City Treasurer shall be responsible for continually evaluating and improving the systems used by the Treasurer's Department. This would include manual and computerized methods. In example, implementation of better payment processing systems available through various banking institutions.
- b. **Process:** The City must continually evaluate and improve the transaction processing systems to remain current. This includes converting to new transaction processing systems which will improve the level of service provided to the constituents.
- c. **Documentation:** Documentation relating to the topic would include the evaluation and cost effectiveness of the comparable transaction processing systems. And to document the systems being used for effective evaluation.

**8. Banking Activities:**

- a. **General:** Work with the City's various banks to provide effective Treasury Management, Effective Control and Improved Cash reporting. Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
- b. **Process:** The City must continually evaluate and improve the Bank services it uses for the handling bank balances.
- c. **Documentation:** Documentation relating to the topic would include the evaluation and cost effectiveness of the comparable transaction processing systems.

**9. Management:**

- a. **General:** The Treasurer shall have the responsibility to manage and supervise the members of his/her department. Also, the Treasurer shall also manage the relationships with vendors such as the Credit Collection company.
- b. **Process:** The Treasurer manages the staff on daily basis. Training and evaluation should be done on a routine basis. The evaluation of the third-party vendors should also be completed on a routine basis.
- c. **Documentation:** Documentation of employee training and evaluations should be maintained as directed by the Human Resources policies.

**10. Other Activities:**

- a. **General:** The City Treasurer may be called on from time to time to provide other duties as assigned by the Mayor or Business Administrator.