



City of Villa Park

City Treasurer (Appointed Volunteer Position)

Position Description

JOB DESCRIPTION:

The City Treasurer for the City of Villa Park is an at will City Council appointed position that serves with no compensation. The term of office is two years.

The State of California, Government Code Section 41001 states the City Treasurer shall receive and safely keep all money coming into his hands as treasurer. § 41002 states he shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession. § 41004 states the Treasurer shall at least once a month, submit to the City Clerk a written report and accounting of all receipts, disbursements, and fund balances. The report will be filed with the City Council.

ESSENTIAL FUNCTION:

The essential function of the City Treasurer is to monitor and safeguard the City's cash and investments through oversight of City processes, reporting, and practices. The Treasurer ensures the City's financial viability and that proper financial records and procedures are maintained in a clear, concise, and understandable manner.

TYPICAL DUTIES PERFORMED: (These examples do not include all the duties which may be conducted by the City Treasurer)

The City Treasurer:

- Shall reconcile the City's Bank Statements on a monthly basis, and prepare a monthly 'Bank Reconciliation Report' for distribution to the City Council.
- Shall review the *Treasurer's Report of Cash on Deposit and Invested*, prepared by the Finance Manager.
- Shall certify that total cash on deposit and invested as is reported on the *Treasurer's Report of Cash on Deposit and Invested*.
- Shall make appropriate adjustments to the *Treasurer's Report of Cash on Deposit and Invested* and shall verify and sign the report.
- Attest, in the *Treasurer's Report of Cash on Deposit and Invested*, that the City has cash on hand for six months.
- Shall attend quarterly Investment Advisory Committee, City Council, Finance Committee and/or other meetings when required to provide information on treasury or investment matters.
- Shall understand and follow the City's Statement of Investment Policy in his/her review.
- Works with the City Manager and Finance Manager on appropriate review of financial and investment matters, to include City Council Agenda Items.
- Recommends appropriate investment or financial matters when warranted to the City Manager and/or City Council.
- Works with the Finance Manager on presentation of financial information to ensure that material is clear, concise, and easily understandable for Council and residents in their review.

EDUCATION AND EXPERIENCE

Graduation from four year college and post-graduate work in accounting, financial or management processes preferred. Experience in an administrative position involving finance, investments, budgeting, or similar financial matters may be substituted. Combination of training and experience that provides the knowledge, skills, and abilities required to provide sound advice, recommendations, and conduct appropriate reviews of City financial records. Ability to learn, understand, interpret and apply applicable federal, state and local laws and regulations pertaining to investments, finance and treasury items.