

CITY OF LA CAÑADA FLINTRIDGE

CITY TREASURER

Stipend: \$1,200/month
Anticipated time commitment: 7 – 15 hours/week

POSITION SUMMARY:

Under the broad direction of the City Council, the City Treasurer administers, organizes, coordinates, directs and controls the official financial depository of the City, including bank accounts, money market accounts and fixed-income securities.

RESPONSIBILITIES:

Supervises and administers the investment of the City's fiscal resources; prepares and presents statements and reports on the City's financial investment position to the City Council and general public; deposits and disburses all monies from bond collections and departmental revenues; invests the City's idle funds; supervises the maintenance of all 1911 Bond Act funds; records dealings with bonds, coupons, statements, foreclosure and redemption; supervises redemption of Municipal Revenue Bonds; works with the City's Finance Director in the coordination and recording of all receipts, disbursements and special assessments and keeps such financial records as necessary; may assist in providing revenue forecasting and anticipated investment income projections to the City Council and City Manager to aide in the preparation of the City's annual budget; prepares the City Treasurer's requested budget; directs the preparation and signing of warrants and pay checks; provides staffing and assistance to the Investment & Financing Advisory Committee (IFAC); ensures that the City is in compliance with all State and Federal laws regarding financial investments and reporting; annually reviews and provides recommendations on the City's investment policy to both the IFAC and the City Council; assumes responsibility for ensuring that the duties of the position are performed in a safe, accurate, efficient and appropriate manner; performs other duties as required.

ORGANIZATIONAL RELATIONSHIP:

The City Treasurer receives assignments from, reports directly to, and serves at the pleasure of the City Council. The incumbent serves as an "appointed public official" and is not an "employee" of the City. No salary, benefits or other employment compensation accrues with the position.

DESIRABLE QUALIFICATIONS:

Knowledge of: public administration and public finance; principles, practices and procedures of accounting and auditing; State and City laws and ordinances pertaining to the financial administration of municipal government; principles of computer technology and systems analysis; municipal accounting and budgeting; investment management practices.

Ability to: compile and analyze financial reports, recognize problems and work with the City Manager to initiate improvements to the City's financial systems; make effective verbal and written presentations before the City Council, IFAC and other community organizations.

Education: equivalent to the completion of a bachelor's degree in accounting, public finance, public administration or a closely related field.

Experience: requisite years of increasingly responsible experience in professional accounting, public finance and/or investment portfolio management.

REQUIRED QUALIFICATIONS:

Residency: incumbent must be a resident of the City of La Cañada Flintridge

Background/Reference Check: satisfactory completion of a background screening (including, but not limited to, criminal, financial and employment/professional reputation reference screenings.)

CONSIDERATION PROCESS:

Persons interested in being considered for the City Treasurer position must submit a completed City "Application for Commission/Committee Service" form, along with a personal resume, to the attention of the City Clerk, City Hall, One Civic Center Drive, La Cañada Flintridge, CA 91011, no later than **Friday, May 24, 2024; 5:00 p.m.** Application materials must be received prior to the deadline date and time. No facsimiles, e-mailed applications or postmarked materials.

The City Council may conduct personal interviews and/or administer further qualifying examinations prior to selecting an individual to fill the position.

A background screening (including, but not limited to, criminal, financial and employment/professional reputation reference screenings) will be conducted prior to finalizing the appointment.

To respond to questions regarding the position, please contact City Treasurer Kelly Wine at citytreasurer@lcf.ca.gov or, regarding the process, please contact City Clerk Tania Garcia at tgarcia@lcf.ca.gov or (818) 790-8880.