

ASSISTANT DIRECTOR, TREASURY

An Appointed
Position
Annual Salary
\$87,669-103,357
OPEN DECEMBER 8,
2014 THROUGH
JANUARY 30, 2015

QUALIFICATIONS

- Bachelor's Degree in Finance, Accounting, Public Administration or equivalent (various combinations of education and experience may qualify for this position)
- Five (5) years of relevant management experience in areas of receivable collections, cash receipting, billing, customer service and accounts payable.

DESIRED LEADERSHIP COMPETENCIES

- Political Savvy
- Managerial Courage
- Strategic Agility
- Management Through Systems
- Building Effective Teams
- Interpersonal Savvy

THE OPPORTUNITY

Currently seeking a candidate with demonstrated leadership skills in financial administration as well as previous performance management experience with a commitment to excellence in a high-energy office. As the **Assistant Director of Treasury** this individual will assist in the overall administration of the City's Treasury Division functions and on occasion act as a representative for the Director. Responsible for the Treasury Operation functions of Accounts Receivables, Accounts Payable, Customer Service and Billing for utilities and other various services provided by the City. Initiate, develop, implement and administer policy and procedures in accordance with City Ordinance, State Statute and other relevant regulations. Provide leadership and direction for staff.

POSITION RESPONSIBILITIES

Manage the City's Treasury Operations Division that includes billing for utilities and various other city services, receivable management, cash receipting, accounts payable and customer service functions.

Manage relationships across the City organization with respect to cash receipts, billing, accounts receivables and accounts payable.

Manage the Treasury Operations annual budget by utilizing the City's financial system, HR system, and by collaboration with accounting staff to ensure City funds are appropriated and utilized to support City-wide revenue collection, cash receipting, billing, customer service and accounts payable functions.

Develop, implement, and administer policies and procedures for billing, receivables management, accounts payable and cash receipting by City personnel consistent with current GASB standards, laws and ordinances, and best practices.

Work strategically with Departments to ensure that business requirements are met using best practices with respect to billing, receivables, cash receipting, accounts payable and customer service.

Direct the implementation of process and/or technology changes that enhance or support operations for customer service, cash receipting, billing, collections and accounts payable functions.

Manage contract compliance and relationships with vendors, using computerized and verbal reports from customers and employees to ensure the city receives appropriate services and is not adversely affected.

Oversee processes to ensure timely response to constituent inquiries regarding billing, collections and payables complaints and requests.

Oversee the billing dispute and tax assessment processes by using computer generated and staff reports, resulting in annual assessments of \$400,000 + dollars added to the tax rolls.

Ensure adequate representation of the Treasury Operations Division at legal hearings to testify on City processing, policies and procedures.

Attend Council and Committee meetings to provide reports, and offer recommendations for action regarding Treasury Operations concerns and activities that impact citizens and business owners.

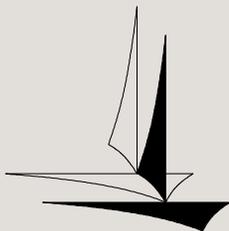
Manage staff recruitment, development, and performance reviews to ensure Treasury Operations has adequate staffing levels and competent personnel to service the public.

Assist the Treasury Director as needed to manage various Treasury functions and other administrative management tasks.



DESIRED QUALIFICATIONS

- Considerable knowledge of the principals, theories, and practices in modern business, billing, accounting, and customer service.
- Considerable knowledge of policy and procedure development and the ability to enhance operations and strengthen best practice.
- Considerable knowledge of the laws, regulations, ordinances, covering billing, cash receipting, accounts receivable management and accounts payable functions for municipal utilities.
- Good knowledge of City protocol relating to City Council Actions, budget processes, human resource management, purchasing and contracting.
- Good knowledge of City and government operations and ability to collaborate with other City Departments, or government organizations to improve service.
- Good knowledge of modern office software and ability to use financial software and database tools.
- Good knowledge of City permits, fines, tax assessments, related to variety of City Services.
- Strong leadership skills and the ability to promote business objectives, employee development, and foster a positive work environment.
- Strong planning and organizational skills and project management knowledge skills.
- Strong written and oral communication skills.
- Ability to recognize risks, liabilities and legal implications of actions and make sound decisions.
- Ability to perform research and analysis and make recommendations.



THE COMMUNITY

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. Minneapolis is recognized as an economically –vibrant, safe, green and livable city and is frequently ranked among the top cities in the country for finding a job, making a home, getting an education and enjoying an active lifestyle. Its breathtaking beauty, including its 22 lakes, 70 parks, 130 miles of bike paths, and the Mississippi River, helps rank Minneapolis among the best cities in which to live.

The Minneapolis-St. Paul metro area is the 16th largest in the country and home to more than 30 Fortune 1000 companies. The region is home to a thriving arts and cultural scene, including work-class art museums and theaters, a host of live music venues and concert halls, street festivals, farmers markets, art galleries and other entertainment destinations. Minneapolis-St. Paul is also home to four professional sports teams—the Minnesota Vikings, the Minnesota Twins, the Minnesota Timberwolves and the Minnesota Wild - and one of the largest shopping destinations in the world—the Mall of America.

COMPENSATION

This is an appointed position with a competitive compensation package. Salary is commensurate with past leadership experience. Excellent benefits package includes, but is not limited to: health and dental insurance, flexible spending accounts, disability insurance, employer assistance program, vacation, sick leave, pension plans and deferred compensation retirement savings.



ABOUT THE FINANCE AND PROPERTY SERVICES OFFICE

The Minneapolis Finance and Property Services Department serves the taxpayers of the City by providing essential financial services and guiding decisions to ensure the City's lasting vibrancy and financial strength. Our main service activities include; accounting, reporting, procurement, billing and collecting revenues, cash receipting, investing reserves, paying employees and vendors, risk management and overall financial strategy.

Our efforts ensure that residents and employees are engaged, empowered and able to make a difference. Our outcome-driven and performance-based focus delivers services that Minneapolis residents, businesses and visitors value. Our responsibility to the public ensures that people at all levels of the organization do the right things for the right reasons. We value Culture, Connectivity, Celebration and Camaraderie. Our appreciation of diversity and commitment to inclusion creates a vibrant, global community. Our commitment to long-term fiscal and environmental stewardship ensures that today's decisions are right for tomorrow.

TO BE CONSIDERED FOR THE ASSISTANT DIRECTOR, TREASURY POSITION

Please email cover letter and resume by **January 30, 2015** to:
joel.lampe@minneapolismn.gov.

The City of Minneapolis is an Affirmative Action/Equal Opportunity employer.