



City of Tempe

CASH MANAGEMENT SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	335	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$64,321
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,834
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Reporting & Analysis Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Controller or from other management staff.
 Exercises direct supervision over technical accounting staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of professional accounting, cash management or investment portfolio management experience, preferably in a municipal or government environment.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex professional level duties involving the City's cash management (cash inflows and outflows) and investment programs; to monitor, analyze and interpret investment portfolio performance and make decisions regarding asset allocation and optimal investment instruments; to develop, implement and ensure compliance with City-wide cash handling and cash collection and disbursement procedures; and to performs financial analysis and accounting functions.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, assign and review work of accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise the accounts payable process and the cash reconciliation (deposits) process.
- Provide assistance to City staff regarding accounting principles and procedures.
- Develop and implement a program to ensure City-wide compliance with established cash handling, cash collection and payment procedures; schedule and perform departmental reviews for compliance with established procedures and provide guidance, support and training to departmental personnel in appropriate cash handling and cash collection techniques.
- Provide guidance and support to IT and various levels of management and staff throughout the City with regards to POS systems/subsystems, and provide guidance for various aspects of recording incoming revenue and reconciliation procedures.
- Develop policies, procedures and cash flow projections to maximize investment opportunities and ensure safety and liquidity in the portfolio; compile, monitor, analyze and interpret investment portfolio performance reports and make decisions in accordance with the City's investment policy; analyze and interpret investment portfolio performance results and revise asset allocations; keep abreast of the fixed income bond market and current economic conditions.
- Prepare and monitor the interest income revenue forecast; develop and maintain cash flow forecasts for operating, debt service and capital project funds of the City.
- Coordinate all banking functions as the bank liaison for the City.
- Prepare accounting journal entries to record investment activity, interest allocations, state shared revenue, property tax revenue, and other financial transactions.
- Review, analyze and monitor financial aspects of specific City contracts and agreements; calculate interest on claim settlements and estimate interest earnings for debt issuances.
- Reconcile investments to the general ledger; reconcile trust bank accounts to the general ledger; maintain bond records; coordinate all debt service payments with the bank; prepare accounting journal entries to record debt service payments.
- Maintain ongoing contact with outside entities such as banks, bond brokers, trust companies, State Treasurer's office, and Local Government Investment Pool as regards investment related matters.

- Prepare or coordinate monthly investment and cash management status reports for distribution to City management.
- Prepare specific financial documents, statistical summaries and other materials for inclusion in the City's Comprehensive Annual Financial Report; research and summarize data; ensure compliance with certain accounting standards; prepare specific audit lead schedules; and interact with external auditors.
- Make recommendations and implement policies with regard to the City's cash management processes with emphasis on internal controls.
- Provide pro-active performance planning utilizing performance management tools.
- Other duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2008

Revised August 2012 (changed title, updated functions)