

**TREASURY ACCOUNTANT (1609)
TASK LIST**

INVESTMENT ACCOUNTING

1. Verifies daily investment transactions by validating the maturities, sales and purchase transactions for City investment funds in order to ensure that there are no discrepancies.
2. Reconciles investment section cash flow to accounting fixed income module to ensure City liquidity is adequate for meeting daily City operations.
3. Records daily investment transactions such as credit rating, purchases, sales, maturities, or interest for reserve, core, and special funds in investment accounting system such as Sympro, and validates custodial bank settlement report and investment confirmations when received in order to update record books based on investment decisions.
4. Communicates with financial service providers, such as broker/dealers, transfer and paying agents, account custodians, auditors, and pricing services over the phone and via email in order to clarify or solve any urgent issues.
5. Sets-up new custodial bank accounts and notifies Systems Division of new accounts to update records in the account system (BondEdge) in order to maintain funds separate from those with other designated purposes.
6. Records updated credit rating in investment holding annually in accounting system (Sympro) in preparation for the Comprehensive Annual Financial Report (CAFR) as required by the Governmental Accounting Standards Board (GASB).
7. Allocates interest earnings to City funds monthly based on each fund's balance and distributes earnings to City's funds upon receipt in order to ensure that the proper amount is designated to the correct fund.
8. Calculates monthly management fee and prepares journal vouchers to record revenue in Financial Management System (FMS) in order to ensure that each participating fund is charged with a proportionate share of cost.

DEBT MANAGEMENT

9. Manages the Street Improvement Bond (SIB) accounting of funds utilizing the Street Improvement Bond system related to payments received from property owners, and disburses these receipts to corresponding bondholders in accordance with the payment schedule.
10. Records new assessment documents including warrants indicating the name of the bondholder in the Street Improvement Bond (SIB) system, and issues bond certificates to the bondholder of record such as developers constructing low-income housing and subsequent property owners or tenants.
11. Gathers/collects assessment billing data for invoicing from the Street Improvement Bond (SIB) system and manually reformats the data in Microsoft Excel to create a billing statement to be sent to property owners in order to collect payments and disperse to bondholders accordingly.
12. Responds (in-person, e-mail, or by phone) to requests and questions regarding assessment

districts from property owners, bondholders, and third party entities such as queries about the reasons for assessment or special tax requirements by researching and retrieving relevant information from Street Improvement Bond (SIB) system, Land Use Planning and Management System (LUPAMS), or City Council files.

13. Updates Street Improvement Bond (SIB) databases of any changes in property owners or addresses using Land Use Planning and Management System (LUPAMS) and Zone Information and Map Access System (ZIMAS) to ensure that billings and notifications are being sent to the right recipient.
14. Receives requests from property owners, escrow companies, or bondholders for removal of liens on properties and foreclosure proceedings and notifies Public Works or City Treasurer for further processing according to the California Streets and Highways Ruling on payment default.
15. Identifies accounts with an excess in payment by generating overpayment reports from Street Improvement Bond (SIB) database in order to request refunds from an approved officer.
16. Submits recommendations to Information Technology Agency (ITA) for enhancements to the Street Improvement system by submitting an electronic Information Technology (IT) ticket.
17. Records bond information for bonds issued to the City Treasurer such as the fund number, description, issue date, amount, maturity date, bond status, and computation of interest in excel database in order to maintain a complete record.
18. Completes journal vouchers in Financial Management system (FMS) to include transactions regarding debt service charges and claims on escheated bonds in order to record outgoing cash payments of a bond debt.
19. Enters bearer bond claims into Bond Amortization Payment Schedule (BAPS) module within the Financial Management system (FMS) in order for checks to be paid on bearer bond claims.
20. Prepares written reports confirming registered bonds upon request from auditors from the Department of Water and Power in order to ensure that balances are correct and in agreement.
21. Collects and compiles data in order to prepare yearly statement of bonded indebtedness report in compliance with the State Controller's requirement.
22. Records and updates debt related funds and bond ledgers using Microsoft Excel in order to ensure books are current.

RECONCILIATION

23. Reconciles monthly investment transactions among investment accounting system, custodial bank, and investment advisor including par value, book value, remainder cost, market value, and accrued interest in order to protect City's investment assets.
24. Receives quarterly bank certifications from all City departments through the mail and verifies the reconciled book balance against supporting documents in order to ensure the Treasury report is accurate.
25. Reconciles paying agent report from paying agencies such as the Depository Trust Company (DTC) in order to effectuate the payment of debt service.

26. Identifies outstanding checks from reconciled bank statements that are in excess of three years for street improvement, bond coupon, and refunds to over payment and prepares reports on the unclaimed monies for escheatment purposes.
27. Conducts monthly bank reconciliations for various City bank accounts, including custodial bank accounts in order to ensure there are no discrepancies with recorded account balances.
28. Inspects contracts and agreements such as purchase orders and invoices in order to verify accuracy of reported revenues and expenditures in accordance to Generally Accepted Accounting Principles (GAAP).

LOSS PREVENTION AND INTERNAL CONTROL

29. Revises and updates Treasury Accounting operations, policies, and procedure manuals to reflect applicable laws, regulations and investment policies and improvements regarding the efficiency of operations and reliability of financial reporting in order to maintain an effective internal control infrastructure.
30. Identifies and investigates unusual or nonrecurring transactions by performing internal control procedures such as the reconciliation of third-party documents or recalculating batch totals in order to verify accuracy of records, minimize risk for the City and escalates to management when necessary.
31. Ensures the proper authority for the release of funds via the Automated Clearing House (ACH), Electronic Fund Transfers (EFT) or other electronic methods by inspecting wire forms to verify that it was reviewed by authorized staff, signatures are correct, and all necessary attachments such as checks, check copies, or journal vouchers are present.
32. Examines accounting systems and evaluates internal controls to ensure compliance with procedures and policies, and reports deviations, risks and fraud identifications and mitigations.

CASH CONTROL

33. Reconciles daily cash balances of all City accounts with the General Ledger system such as Financial Management System (FMS), Grand Central Disbursement System (GCD), CashWiz, and commercial bank statements for the purpose of cash control.
34. Completes cash receipt documents and updates accounting transactions in cash control accounting system in order to keep a complete cash transaction record and updated cash balances.
35. Records the receipt of state, county and local revenues in Financial Management System (FMS) and notifies other divisions such as the Investment Division in order to provide an update regarding fund availability for use.
36. Completes journal vouchers in Financial Management System (FMS) for adjusting entries when a difference exists between actual and debt payment and amount and closing entries when funds need to be closed and the fund balance and cash need to be reclassified according to the City Council file or ordinance in order to ensure that transactions are recorded correctly.
37. Generates reports from accounting systems such as Financial Management System (FMS) or

InfoAdvantage and provides budgetary and cost accounting records to staff, such as a Chief Management Analyst upon request for the preparation and control of the annual budget.

REPORTING

38. Generates financial reports using Sympro, the custody bank, and BondEdge to support financial transactions in order to prepare for the annual audit and Comprehensive Annual Financial Report (CAFR), such as Governmental Accounting Standards Board (GASB) 28, 31, 40, and 72.
39. Generates monthly investment reports, street improvement bonds, debt and cash management activity reports using Sympro, Street Improvement Bond (SIB) system, and/or the Bond excel database in order to prepare for financial reporting and audit.
40. Generates daily projected cash flow reports from Sympro and provides it to the Investment Division to forecast availability of funds for investments.
41. Generates reports from Sympro and InfoAdvantage and prepares amortization schedules to record monthly investment activity including the beginning amortized balance, increases by additional accrual, and decreases by interest receipts and/or redemptions for the month in order to reflect the ending amortized balance that is used as the beginning balance for the next month.
42. Writes electronic narrative reports for management such as reports of cash audit findings or documentation when violations exist upon reviewing the daily compliance report.
43. Conducts research, prepares ad-hoc reports, and verbally presents findings as requested by management, other departments, or Internal Revenue Service (IRS) audits regarding various financial topics and trends such as investment accounting trends or changes in funds in response to events in the news.

COMPLIANCE

44. Conducts cash audits by hand-counting cash and verifying that cash-handling procedures are being followed upon request of the General Manager in order to ensure quality of internal controls when handling cash transactions.
45. Conducts portfolio compliance review of daily investment package to make sure investment portfolios are in compliance with California Government Code #53601, the investment policy, and other guidelines.
46. Consults with City Attorney Office regarding interpretation of appropriate ordinances, regulations, legal opinions and policies as it relates to the Treasurer's activities.

OTHER

47. Researches best practices for applying accounting standards such as Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and General Accepted Auditing Standards (GAAS) and makes recommendations to management in order to improve accounting-related procedures within the City including the performance of an audit and the recording and reporting of accounting information.
48. Assigns and reviews the work of clerical employees and/or other Treasury Accountants assisting in the gathering, compiling, tabulating, and computing of accounting and statistical data.

49. Selects vendors through the request for proposal (RFP) process based on best business practices in their respective fields by conducting research for the Investment, Treasuring Accounting, or Cash Treasury in order to award potential contract.
50. Provides input to the Treasurers Department's project teams, upon request, regarding best business practices such as automation of manual processes and implementation of new banking technology in order to ensure methods are efficient and up-to-date.
51. Records and updates new revenue sources, work orders, and appropriation accounts in the Financial Management System (FMS) in order to ensure that records are current.
52. Conducts studies to identify all costs and revenue as direct or indirect and prepares cost analyses for Cost Allocation Plan (CAP) upon request from City Controller in order to compute indirect costs for Federal grant projects and fees for special services in next fiscal year and ensure that costs and revenues are allocated accordingly.