

Middletown, CT Job Description

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage the cash and invested assets for the ~~City and ensure~~City. ~~Ensures~~ timely payment of approved ~~obligations, and to reconcile~~obligations. ~~Reconciles~~ bank and City cash accounts. ~~The work is performed under the direction of the Director of Finance.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Determines cash needed to cover expenses on a daily basis.;~~ Processes appropriate and necessary fund transfers to and from operating account, determines and pays principal and interest payments; calculates and distributes interest income; obtains rates and renews investments. Receives and records expenditures and receipts.
- ~~Creates and authorizes processes wire transfers for outgoing and incoming funds, which includes insurance payments, multiple bond payments, retirement and deferred compensation contributions, loan payments, investments, credit card and federal/state funds. to and from accounts at Fleet Bank; transfers payroll instructions for direct deposit and bank reconciliation information to Fleet. Creates and authorizes wire transfer payments to select vendors. Wires tax payments to IRS/State Department of Revenue Services; maintains log of tax payments for quarter.~~
- Transfers payroll and disbursement check files and direct deposit files to bank. Prepares and processes wire payments for IRS and DRS payroll taxes. Prepares and processes wire payments for Connecticut sales tax.
- Balances monthly investment account statements. Obtains rates for potential investments, expenditure and revenue book against computerized journal; balances Voucher Account book and pooled cash accounts against bank statements. Balances various investment account statements.

Middletown, CT Job Description

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~Prepares monthly and quarterly Treasurer's Report, minutes, agendas and financial reports for committees. Transcribes minutes. and summary of fees for Pension Board/Retirement system.~~
- ~~Prepares special revenue account audits for annual audit.~~ Prepares summary of investments for Finance and Budget Committee.
- ~~Maintains and updates~~ Maintains, updates, modifies and balances multiple Excel spreadsheets, which includes expenditures, revenue, check register, payroll taxes, monthly banking fees, Escrow/Security deposits, investments, credit card charges, vouchers, payables and fund audits. log of bank reconciliation information; maintains and accesses image database of paid checks; inquires about the status of checks and issues stop payments upon request. Maintains log of bank fees and develops forecasts for future bank fees. Maintains log of accounts payable and paid encumbrances; journalizes a/p and encumbrances.
- ~~Reviews and types manual checks.~~ Prepares and processes stale check list. Generates replacement payment for stale check holders.
- Releases Escrow accounts. ; ~~e~~Calculates interest for term of bond. Generates 1099 forms for Escrow refunds.; ~~monitors LOCs held as collateral.~~
- ~~Completes end-of-year procedures; prepares financial statements for auditors.~~
- ~~Records, analyzes and evaluates Treasurer's receipts to determine City's cash on hand.~~
- Prepares Treasurer's receipts to record revenue.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Accounting or a related field with two year of related accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~ Associate's degree in Accounting or related field and at least two years of experience in a municipal finance office.

PREFERRED QUALIFICATIONS

Middletown, CT Job Description

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

Bachelor's degree in Accounting or related field and at least four years of experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~ Knowledge of basic accounting principles
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~ Knowledge of basic payroll tax payment laws/requirements
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, bank confirmations, bills, receipts, transfers, reconciliations, checks, logs, worksheets, agendas, investments, statutes, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with the Director of Finance and all department personnel, bank personnel, other City departments, developers, attorneys, and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and basic algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

Formatted: Space Before: 0 pt, After: 3 pt

Middletown, CT Job Description

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

Middletown, CT Job Description

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Middletown, CT
Job Description**

Classification Title	Cash Supervisor
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

Date created:	02/26/15
Dates revised	