

Treasury and Revenue Manager | City of Madison

Salary: \$91,560.04 to \$110,339.84 annually plus benefits

Open: March 6, 2019 | **Close:** March 29, 2019

About the Position

The City of Madison is searching for an exceptional people leader to serve as its Treasury and Revenue Manager. We are looking for qualified candidates to work in planning, coordinating and implementing the programs, operations, and services of the Treasury and Revenue section of the Finance Department. The Treasury and Revenue Manager is responsible for billing and collection of real and personal property taxes, municipal services fees and other fees and taxes; investing residual cash of the city and school district; management of the city's banking contract; and the development and implementation of related financial and investment policies. The position oversees day-to-day operations and staff (approximately 5 employees) and reports to and advises the Finance Director on all Treasury-related issues. The Treasury and Revenue Manager participates in State legislative activities, as well as developing and implementing local legislation.

About Madison

The city of Madison has a population of over 250,000 in a region of more than 500,000 and is consistently ranked as one of the best places to live in the U.S. Encompassing five lakes, Madison is home to a City-owned transit system with high ridership, a walkable and thriving downtown, many unique and walkable neighborhoods, one of the best networks of biking trails in the U.S., distinctive locally-owned restaurants and businesses, excellent healthcare, and unique music and cultural venues.

The Madison economy is thriving. State government and the University of Wisconsin-Madison are the foundation of the regional economy and the City is witnessing strong and diverse growth in biotechnology, information technology, healthcare, insurance, and specialized manufacturing.

Immediate and Long-Term Responsibilities

IMMEDIATE:

- Understand and oversee investment portfolio and cash management.
- Lead, manage and support a seasoned, highly experienced and long-serving staff.
- Become familiar with technology systems associated with revenue collection and accounting.
- Prepare for annual property tax roll preparation, tax bill dissemination, and tax collections.
- Implement change management projects associated with integrating separate City Treasurer's Office into the Finance Department.

LONG-TERM:

- Identify and implement ways to better integrate revenue accounting workflows and processes, including bank reconciliations.
- Identify and implement electronic bill presentment and automated payment options.
- Integrate treasury and revenue functions into Finance Department.
- Ensure efficient investment of city and school district cash balances and availability of cash.



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The Ideal Candidate

- Possesses strong results-oriented management skills and experience.
- Exhibits excellent people leader skills, including team building, coaching, training and mentoring.
- Embraces a “customer first” philosophy with the public and internal agencies.
- Has experience in change management and continuous improvement techniques.
- Exhibits strong analytical and thinking skills along with excellent presentation and communication abilities.
- Understands, and has experience using, enterprise resource planning systems.
- Has a solid understanding of municipal investment and cash flow management.
- Demonstrates a strong understanding of revenue collection, accounting and legal structures.
- Understands, and has experience with, the Wisconsin property tax system and process.

Minimum Qualifications

- A Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration or a related field is required.
- Four (4) years of management experience in finance or financial operations; including the strategic investment and management of governmental funds.
- At least one year of experience leading or supervising staff.
- Other equivalent experience will also be considered.

Application Process

Applicants must apply for the position on the City's website at cityofmadison.com/jobs. Applications must be received by March 29, 2019 to be considered.

