

Treasurer – City of Bellefontaine Neighbors, MO



Request for Proposal for City Treasurer

Reports to: Mayor/City Administrator and Board of Aldermen

The City of Bellefontaine Neighbors, Missouri seeks to appoint a Treasurer, firm or individual, to serve the City, Mayor, and Board of Aldermen. The City of Bellefontaine Neighbors is a 4th Class City (RSMo. 79.250) with a Mayor/City Administrator - Board of Aldermen form of government wherein the Mayor serves as the City Administrator. This position is considered contracted or part-time and does not qualify for any other benefits.

The successful candidate will be expected to receive and safely keep all moneys, warrants, books, bonds, and obligations entrusted to his or her care, and shall pay over all moneys, bonds or other obligations of the city on warrants or orders, duly drawn, passed or ordered on by the Board of Aldermen, and signed by the Mayor and attested by the City Clerk. Must meet with Department Heads quarterly, at minimum, and maintain reasonable availability during business hours. Attends to other financial requirements of the City, such as Pro Forma Tax Rates, arranging and full participation in the City's annual financial audit, ensuring compliance and required submissions from the county, state and federal government. Performs other related work at the direction of the Mayor and Board of Aldermen.

Successful Candidate Qualifications:

- Firm understanding of government accounting standards as determined by the Government Accounting Standards Board (GASB) that creates accounting reporting standards for state and local governments, required.
- Extensive political subdivision experience required.
- Licensed Certified Accountant (CPA) preferred. Other educational disciplines in business, finance, accounting, and other similarly situated disciplines will be considered.
- Superior professional and courteous communication skills both verbally and in writing.
- Proficient in use of Microsoft Office Suite with an emphasis on Word, Excel, PowerPoint, and QuickBooks.
- Ability to prepare and provide written and oral reports of the City's financial activities during public meetings to the Mayor and Board of Aldermen.
- Ability to attend regularly scheduled public meetings scheduled on the 1st and 3rd Thursday of each month and otherwise as needed.
- Ability to draft period reports of varying types and articulate financial recommendations during administrative, operational and other types of meetings as needed.
- Ability to periodically be available during normal City business hours, which are Monday-Friday, 8 a.m. to 5 p.m., required.

- Possess superior professional integrity, and exercise sound judgement. Ability to analyze problems and implement solutions.
- Ability to maintain confidentiality.
- Possess manual dexterity to perform repetitive wrist, hand, and/or finger movement to file and type using other office equipment; ability to lift up to 10 pounds.
- Ability to sit for extended periods of time in a general office environment.
- Possess hearing sufficient to discern spoken word, telephone calls, audio recordings and other devices as required.
- Possess clarity of vision to effectively read computer screens and other written communication.
- Ability to lead and manage the City's financial needs while working in a team environment.

Essential Functions:

- Attends regular, work sessions, and special Board of Aldermen meetings, and other meetings as needed. Maintains confidentiality of closed executive work sessions.
- Demonstrates a commitment to their public duty as Treasurer and presents themselves as a credible and knowledgeable representative of the City to maintain public trust through professionalism and transparency and accepts responsibility for self and work product.
- Serves as a primary source of financial information and participates in annual budget preparation and other budgeting activities as needed. Must have the ability to present orally and in writing to the budget team and during public meeting as needed.
- Must meet with the Mayor/City Administrator and Department Directors quarterly to monitor, assess, and maintain alignment with the annual approved budget.
- Performs other related financial duties as requested by the Mayor/City Administrator and the Board of Aldermen.

This solicitation is available to both individuals and professional firms. To apply:

Submit a proposed engagement letter outlining your brief professional history, array of financial services you provide, your expectations, requested expectations of the City, any other relevant information deemed appropriate, and proposed service fees and costs for services provided. Send to City of Bellefontaine Neighbors, 9641 Bellefontaine Road, Bellefontaine Neighbors, MO 63137, or bninfo@cityofbn.com. Review of submissions begins immediately. All information is due by Monday, June 13, 2021, at 12:00 p.m. Other information may be requested if needed.

The City of Bellefontaine Neighbors is an Equal Opportunity Employer.