

CITY OF BRIDGEPORT, CONNECTICUT
TREASURER

The City of Bridgeport is seeking to fill the position of Treasurer, reporting to the Director of Finance. Job responsibilities include administering all City of Bridgeport accounts; investment of and accounting for all city funds; development of short-term and long-range cash management programs; administration of Police & Fire pension plans; payroll and vendor check distribution; and budget forecasting and monitoring .

This position will be required to develop and institute policies and procedures for all aspects of cash management, including forecasting short- and long-term cash requirements and obligations to maintain adequate funds, preparing financial statements, creating and implementing office internal controls and procedures, RFP development for vendor services, and will represent the City of Bridgeport to all banking and financial institutions.

Requirements: Bachelors Degree in finance, accounting, public administration or management, business administration or related field. Extensive cash management skills, demonstrated supervisory experience, ability to create and implement policies and procedures; proficiency with Microsoft programs and experience with electronic processing and banking required. Municipal finance experience, knowledge of federal and state laws and regulations regarding municipal investments and issuance of municipal debt, knowledge of governmental accounting principles and accounting controls, and MUNIS experience desired. Any combination of education and experience may be considered.

Salary range: \$71,786 - \$83,532 (set by ordinance). Extensive benefit package.

Term of Office:

Excerpt from the City of Bridgeport Charter, Chapter 8, Section 11:

(a) In December of each odd-numbered year the mayor shall appoint a treasurer, who shall serve for a term of two (2) years, from the first day of January next succeeding. Vacancies in the office of the city treasurer shall be filled by the mayor for the unexpired portion of the term of the person vacating the office.

Send resume, cover letter and three references to: Treasurer Recruitment, City of Bridgeport, Civil Service Office, 45 Lyon Terrace, Room 325, Bridgeport, CT 06604.

THE CITY OF BRIDGEPORT IS AN EQUAL OPPORTUNITY EMPLOYER.