**Position: Director of Treasury Services**

**Salary: $**113,672 -$145,106\*

**Closing Date: November 28, 2016**

**City & County of San Francisco**

The City and County of San Francisco is a consolidated City and County, the only such consolidation in the state of California. The Mayor is also the County Executive and the County Board of Supervisors also acts as the City Council. Because of its unique status, the government of San Francisco exercises jurisdiction over property that would otherwise be located outside of its corporation limit and manages county welfare, health and justice functions under its city government.

For more information about the City & County of San Francisco, go to <http://sfgov.org/>.

**The Office of the Treasurer & Tax Collector:**

The Office of the Treasurer & Tax Collector serves as the banker, tax collector, collection agent, and investment officer for the government of San Francisco. The mission of the Office of the Treasurer & Tax Collector is to:

* Facilitate voluntary compliance with the tax laws of the City and County of San Francisco by simplifying all processes and procedures and by providing efficient customer service.
* Collect all taxes and fees due and owing to the City.
* Conserve all City funds, prudently investing the monies to achieve maximum yield, low risk and high liquidity.

For more information on the Office of the Treasurer & Tax Collector, go to <http://www.sftreasurer.org>

**Position Description**

We are seeking an experienced treasury professional to join the Department’s management team. The Director of Treasury Services is a high-level financial manager in the department and reports to the Chief Assistant Treasurer.

The Director of Treasury Services is responsible for setting strategic direction, planning, coordinating and directing enterprise wide treasury services and banking operations. The Director must have broad management and financial expertise in order to establish performance standards, plan and coordinate major activities, review performance, champion initiatitves and implement change for financial services with vendor partners.

The ideal candidate will be experienced in the following areas:

* Proven managerial ability to support staff, peers and executive team
* Knowledge of banking treasury management products and services
* Cash management, controls and risk mitigation
* Vendor/contract negotiation/management
* Team based project management

**Qualifications:**

At minimum the applicant must have a baccalaureate degree from an accredited college or university, and six (6) years progressive experience in treasury, finance, or a related field, including two (2) years of relevant supervisory and management experience. A graduate degree substitutes for one (1) year of general progressive experience but cannot substitute for management/supervision experience.

A Certified Treasury Profession (CTP) Certification is desirable, but not required.

**HOW TO APPLY:**  
Applications for City and County of San Francisco jobs are being accepted through an online process: <https://www.jobaps.com/SF/sup/bulpreview.asp?R1=PBT&R2=0931&R3=071962>

For more information on the application and hiring process, including an instructional video visit:  <http://sfdhr.org/how-apply-position>

For questions, contact Joni Kuroyama ([joni.kuroyama@sfgov.org](mailto:joni.kuroyama@sfgov.org)) or 415-554-4475.

**\*Compensation & Benefits:** The normal annual salary range is $113,672 -$145,106. *A special approval process is necessary for appointment above the normal salary range*. In addition to competitive salaries, the city offers flexible benefit plans with pre-tax elections which include: medical and dental insurance; Retirement Plan; 457 Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 5 floating holidays per year; 10 to 20 vacation days per year, depending on years of service; and may earn up to 100 hours paid administrative leave per year. For a general summary of benefits click here: <http://sfdhr.org/benefits-overview>

**Timeline with important hiring milestones (tentative):**

* Application deadline November 28, 2016
* Management Test Battery exam administered December 12, 2016 in San Francisco. Out-of-state candidates may contact the exam analyst for other arrangements.
* Selection interviews first or second week of January 2017
* Job offer January 31, 2017
* Start work the mid February 2017