



Career Opportunity

Director, Treasury & Banking Services - Office of the Treasurer & Tax Collector (0931) (134996)

Recruitment: RTF0134995-01103561

Published: May 17, 2023

Contact:

Eric Louie - eric.j.louie@sfgov.org

Apply Now

Apply using SmartRecruiters, the City and County of San Francisco's application portal [Learn More](#)

Share

Share

Department: Treasurer-Tax Collector

Job class: [0931-Manager III](#)

Starting salary range: \$141,492.00 - \$180,622.00 (Range A)

Role type: Permanent Civil Service [What does this mean?](#)

Hours: Full-time

Exam type: Position Based Test

Rule: Rule of the List [What does this mean?](#)

List type: Combined Promotive and Entrance

About:

Specific information regarding this recruitment process is listed below:

- **Application Opening:** Tuesday, May 16, 2023
- **Application Deadline:** May close anytime but not before Tuesday, June 6, 2023, 11:59PM (PST)
- **Compensation Range:** [\\$141,492 - \\$180,622 \(Range A\)](#)
- **Recruitment ID:** PBT-0931-134996

This is a Position-Based Test conducted in accordance with CSC Rule 111A.

Our Mission

[The Office of the Treasurer & Tax Collector](#) serves as the banker, tax collector, collection agent, and investment officer for the City and County of San Francisco. As the entity responsible for safeguarding the City's money, the Office uses this expertise and authority to assist San Francisco residents through award-winning programs and initiatives that help low-income families build economic security and mobility.

Our Vision

We are committed to providing excellent services for taxpayers, customers, and our community. By promoting diversity, equity, and inclusion, we are a stronger, smarter, and more informed government agency.

Role description

The Banking & Treasury Services section of the Office of the Treasurer & Tax Collector manages all the banking and treasury services for the City & County of San Francisco. The section manages, evaluates, negotiates and recommends new treasury products, merchant services, fraud prevention tools to mitigate risk exposure as well as enhance departments' efficiencies in cash handling and management. There are over 200 banking accounts plus investment instruments supporting the City & County. The section leads strategic planning for the City & County's banking services. The team conducts Requests for Proposals (RFPs), negotiates contracts and implements new services. The section is the single point of contact for all merchant services (digital payments) and the associated compliance related to those services. Additionally, the section develops citywide policies and procedures related to cash management, regulatory control and compliance issues.

The Director, Treasury & Banking Services (0931 Manager III) is responsible for the planning and execution of day-to-day banking operations and improving banking relationships, including identifying cost-saving and efficiency opportunities and ensuring protection of the City & County's cash assets. The Director partners with the Chief Assistant Treasurer to create the vision, strategy, and standards by which the Treasury Department provides leadership and value to the entire City & County government supporting of its cash needs, which is valued upwards of \$15B with three primary banking partners.

Under current policy, this position supports a hybrid remote work schedule. The incumbent will be required to work a minimum of three (3) days per week in the office.

Essential Duties and Responsibilities:

The essential duties of the position include but are not limited to:

- Oversight of entire government's treasury and banking functions (including but not limited to: receipts, disbursements, reporting, reconciliation, merchant, and PCI compliance).
- Plan and direct strategic activities including prioritizing and selecting appropriate projects with overall responsibility for meeting business objectives.
- Drive/support the initiatives to optimize banking infrastructure and cash management processes.
- Manage and support a team of analysts and accountants to create and implement sound treasury and banking services that facilitate the operation of the entire government operations.
- Ensure the government establishes and maintains appropriate policies and procedures to decrease any risk of fraud, liability and security breaches, including cybersecurity.
- Collaborate with IT in establishing and maintaining treasury technology solutions including required interfaces, to support cash management activities.
- Achieve optimal efficiency in bank operations, systems, and associated costs (including but not limited to: RFP management, contract negotiations, analysis of statements, cost modeling, and vendor treasury reviews).
- Manage all banking relationships. Maintain strong communications with banks and other financial service providers.
- Strategic evaluation and tactical execution for new or enhanced treasury services; understand other departments' processes, outreach new Treasury opportunities, train on new processes and meet department needs and requests as appropriate.
- Collaborate with teams on the ERP systems with specific expertise on bank files and payment files to facilitate automation of reconciliation activities, including General Ledger requirements.
- Represent the Department before committees, commissions, and other public and private agencies and groups to discuss the operation and services of banking, including development of reports and presentations.
- Participate in crafting policy for treasury and banking functions.

- Evangelize and educate others on banking and treasury products.
- Daily operational tasks: approve electronic disbursements; supervise management of bank signatories; troubleshoot issues with banks and digital payment processors; review bank fees and costs.
- May include additional duties as assigned.

How to qualify

MINIMUM QUALIFICATIONS:

Education: Possession of a baccalaureate degree in accounting, business, management, or finance required from an accredited college or university; **AND**

Experience: Six (6) years of verifiable professional experience in treasury, finance, or other related field, of which three (3) years must have been in a supervisory role, supervising professional staff.

Experience Substitution: Possession of a Master's or other graduate degree from an accredited college or university may substitute one (1) year of the required experience (but may not substitute for the required supervisory experience).

One year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40 hour work week). Any overtime hours that you work above 40 hours per week are not included in the calculation to determine full-time employment.

Desirable Qualifications:

The stated desirable qualifications may be considered at the end of the selection process when candidates are referred for hiring:

- Certified Treasury Professional (CTP) certification.
- Certified Public Accountant (CPA) license.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <https://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

All work experience, education, training, and other information substantiating how you meet the minimum qualifications must be included on your SmartRecruiters application by the filing deadline. Information must be entered into the SmartRecruiters applicant tracking system under the headings for Experience and Education. **Leaving these sections blank and attaching a resume in lieu of completing the Experience and Education sections will cause your application to be rejected.**

Resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

SELECTION PROCEDURES:

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

Minimum Qualification Supplemental Questionnaire (MQSQ): Candidates will be required to complete a MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

Supplemental Questionnaire Evaluation (Weight: 100%): Applicants who meet the minimum qualifications will be sent a Supplemental Questionnaire via electronic mail after the closing of this filing period. The Supplemental Questionnaire is designed to measure the knowledge, skills and/or abilities in job-related areas required for the position which may include, but not be limited to: knowledge of: electronic banking portals, administration of user profiles, and online access and EFT payments; supervisory principles and practices (including: planning, delegating, and controlling the work of subordinates, techniques of training, instructing and evaluating subordinate work performance); banking cash management products and services; team-based project management; skills: proficient in MS Office Suite including advanced Excel and PowerPoint; proven strategic thought process; effective written and verbal communication; ability to: analyze and solve accounting and treasury management problems efficiently and accurately; perform functions in a confidential manner.

Applicants will be given a deadline to return the Supplemental Questionnaire. Those who do not respond by the established deadline will not be eligible to continue in the examination process and will not be added to eligibility list resulting from this process. All applicants' responses to the Supplemental Questionnaire are subject to verification.

The Supplemental Questionnaire will be rated and scored by our Subject Matter Experts. A passing score on the Supplemental Questionnaire must be achieved in order to be placed/ranked on the Eligible List. Candidates will be placed on the eligible list in rank order according to their final score.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

What else should I know?

Eligible List/Score Report:

A confidential eligible list of applicant names that have passed the civil service examination process will be created, and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law. However, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

The duration of the eligible list resulting from this examination process will be **six (6) months**, and may be extended with the approval of the Human Resources Director.

Certification Rule:

The certification rule for the eligible list resulting from this examination will be **Rule of the List**.

To find Departments which use this classification, please see

<https://sfdhr.org/sites/default/files/documents/Forms-Documents/Position-Counts-by-Job-Codes-and-Department-FY-2022-23.pdf>.

Terms of Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at

<https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.

The terms of this announcement may be appealed under Civil Service Rule 111A.35.1. The standard for the review of such appeals is 'abuse of discretion' or 'no rational basis' for establishing the position description, the minimum qualifications and/or the certification rule. Appeals must include a written statement of the item(s) being contested and the specific reason(s) why the cited item(s) constitute(s) abuse of discretion by the Human Resources Director. Appeals must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date.

Additional Information Regarding Employment with the City and County of San Francisco:

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Veterans Preference](#)
- [Seniority Credit in Promotional Exams](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

HOW TO APPLY:

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.sf.gov/> and begin the application process.

- Select the "I'm Interested" button and follow instructions on the screen

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

Exam Analyst Information: If you have any questions regarding this recruitment or application process, please contact the exam analyst, Eric Louie at eric.j.louie@sfgov.org.

All your information will be kept confidential according to EEO guidelines.

CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.

Apply Now