

Bureau of City Treasurer

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Treasurer/Chief Financial Officer

Department of Finance

Bureau of City Treasurer

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Goals and Objectives:

- Establish a formal Cash Management Plan.
- Produce monthly cash flow reports.
- Maximize interest on investment revenues.
- Develop a formal Policy and Procedure Manual addressing cash receipt, cash disbursements, transfer of funds, cash reconciliations, record retention and daily operations within the Bureau of Treasury.
- Inventory and index official source documentation maintained by the Department of Finance.

Office Operations:

Receipts and Disbursements

- Process weekly disbursements for the Current Fund, Utility Funds, Grant Fund, Trust Fund and Capital Fund
- Log various checks and distribute to departments that mail directly due to required vendor transmittal to be included with payments
- File corresponding payment vouchers by vendor
- Process checks for welfare recipients
- Receive cash receipts for refunds, grants, welfare SSI, and various interlocal agreements
- Prepare receipt permit for items that can be deposited through central cashiering
- Prepare daily deposits slip and take to bank items that cannot be processed by central cashiering
- Process wire transfers for disbursement runs and payroll, including preparation of wire authorization form
- Process stop-payment orders for the Payroll, Welfare, and City disbursement accounts

Reconciliation and Reporting

- Preparation of monthly transaction reports for Welfare Disbursements
- Preparation of General Assistance reconciliation GA-6
- Reconciliation of 45 bank accounts
- Preparation of monthly analysis report of account activity for Payroll, General, Water, and Sewer bank accounts
- File canceled checks and bank statements
- Reconcile debit and credit memos on bank statement to wire transfer approval
- Preparation of Monthly Bank Account Status Report

Treasurer

- Cash management/Banking relations
- Preparation and analysis of revenue report
- Preparation and analysis of cash flow report
- Preparation and analysis of cash flow projections
- Preparation and analysis of Grant Status Report
- Chair of Budgetary Committee for City Financial Plan
- Participation on the Financial Review Board Revenue Sub-Committee
- Preparation of information and reports for Financial Review Board
- Assist with City budget preparation
- Oversight of daily Treasury functions
- Preparation of bi-weekly overtime report
- Review of monthly reconciliation