

## TREASURY MANAGER

### DEFINITION

Coordinates and is responsible for complex treasury programs and functions including debt management, debt financing, cash flow analysis, cash forecasting, investment programs, and monitoring bond investments carried out by a staff of professional and technical employees in a specialized section of the Accounting and Disbursements Division.

### TYPICAL DUTIES

Plans and directs the activities of a group of professional and technical employees engaged in complex treasury functions, including debt management, cash flow analysis, cash forecasting, and investment programs in the Accounting and Disbursements Division.

Consults with and advises District administrators on Federal and State requirements involving debt issuance and continuing disclosures.

Accounts for and reconciles investment and debt activities.

Analyzes and reviews Arbitrage Rebate Reports and initiates necessary actions as contained in the reports.

Reviews and approves the daily cash forecasting and long-term cash flow analysis.

Coordinates Debt Issuance activities, including obtaining Board approvals, adopting resolutions, and the publication of official statements.

Assists with debt financing and investment activities to optimize cash flow and investment earnings, and to obtain the lowest cost financing for capital projects.

Assists with monitoring the investment of operating funds, bond funds, internal service funds and Public Agency Retirement System (PARS) funds and submits recommendations.

Coordinates the development or revision of policies on Investment and Debt Management.

Directs and participates in the orientation and training of professional and clerical employees.

Directs the activities and monitor performance of assigned staff.

Assists with preparing the District's Annual Debt Report and coordinates activities related to submission of the report to the Board.

Provides recommendations regarding cash to ensure liquidity, safety of principal and market rate of return on investment.

Acts as a liaison with banks, brokers, underwriters, financial advisors, compliance monitors, and investors.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Treasury Manager Coordinates and is responsible for complex treasury programs and functions including debt management, debt financing, cash flow analysis, cash forecasting, monitoring bond investments, investment programs, and monitoring bond investments.

A Director of Treasury/Capital Fund Compliance manages the Treasury Branch with responsibility for cash management and debt management.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

A Head Accountant is the administrative head of a specialized section engaged in accounting and related activities such as reporting fiscal data directly related to legislation, budget, cost, and financial forecasting. The class is characterized by administrative responsibility for planning, scheduling, and coordinating day-to-day activities of a large number of professional, technical, and clerical employees

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasting for special or regular programs.

## SUPERVISION

General direction is received from the Director Accounting or other higher level administrators. General direction is exercised over supervisory accounting personnel and lower-level employees in professional and technical classes.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Government Code, Education Code and city, county, State, and federal laws, rules, and regulations affecting public-school accounting and financial activities
- Security and Exchange Commission regulations
- Governmental accounting theory and practice
- Investment markets and forecasting
- Banking and savings institutions
- Investment accounting, internal controls, and investment policy
- Advanced capabilities of computers and Excel
- Principles of work organization and simplification
- Structure of the District's accounting and budgeting systems
- Brokerage industry basics

### Ability to:

- Analyze and interpret Continuing Disclosure Requirements
- Analyze Arbitrage Rebate Reports
- Analyze complex regulations, laws, rules, and accounting documents
- Evaluate need for acquisition and sale of funds and investment of surplus to ensure appropriate risk and credit quality of portfolio
- Examine policies, procedures, and guidelines to improve efficiency and reduce costs
- Analyze financial records to forecast future financial position and budget requirements
- Express difficult concepts orally and in writing
- Work effectively with committees and individuals
- Prepare clear, concise reports and recommendations
- Plan, supervise, and conduct training of employees
- Make effective oral presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, finance, economics or a closely related field.

Experience:

Four years of professional-level experience in finance, investments, cash management, budget accounting projections or closely related field; preferably including experience with investment activities. A master's degree in Finance or Accounting from a recognized college or university may be substituted for two years of the professional-level experience.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

NEW CLASS

04-14-14

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