

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB352 Treasury Operations Program Manager
POSITION #/TITLE: 2405 Treasury Operations Program Manager	Adopted: 04-07 Revised: 09-15

POSITION DESCRIPTION

Dept /Division Finance-Administrative Services/Treasury	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 13
Reports To Position #/Job Code #/JC Title: 2406/NB354/Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard and Advanced Excel and Standard Word; Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Performs a variety of debt management, cash management and investment duties for the Treasury Division. Specific duties include analyzing and processing cash management activities for the City. In addition will be responsible for implementing and maintaining assigned City-wide investment processes. Responsible for the issuance of new debt and the administration of the financial and regulatory compliance program of existing debt.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. This classification is distinguished from other accounting positions due to a larger scope of debt management, cash management and investment duties. Supervision is exercised over employees in the classification of Treasury Specialist, Revenue Specialist and Treasury Cashier.

Examples of Essential Work (Illustrative Only)

Plans, organizes and assigns treasury tasks and provides program management for the daily activities of the Treasury division staff and operations;
Facilitates and coordinates daily cash management and investment activities of the Treasury function city-wide;
Coordinates debt management program for the City;
Interacts with all City departments regarding department accounting controls, processes and legislative or reporting issues related to revenue generation;
Prepares financial analysis for Treasury division and other departments related to Treasury functions as needed;
Monitors financial markets/cash balances and recommends possible investment strategies;
Performs investment research and analysis for use by the Finance Director;
Oversees City investment agreements and works with investment groups regarding City investment activities;

Monitors investment limits and adherence to investment policy and advises the Finance Director of necessary adjustments;

Maintains investment portfolios by tracking pay downs of principal and interest for portfolios with mortgage back securities, purchases, sales, maturities and interest payments;

Acts as an agent on behalf of the City with the authority to commit the City to investment instruments and wire the funds to the financial institution;

Prepares spreadsheets or provides other documentation to ensure accurate receipting of interest payments from long-term and short-term investments, principal and interest payments from mortgage back securities and investments purchased and matured;

Develops and prepares spreadsheets to track interest income and current balances on IPAIT accounts;

Reconciles City investment report to trade tickets, bank balances and general ledger;

Cultivates relationships and acts as first contact with financial institutions;

Assesses investment risk through financial statement ratio analysis and market reports and report concerns to the Finance Director;

Develops computerized amortization schedules, cash flow models, arbitrage rebate calculations, bond issue sizing and structuring, debt schedules, net and true interest cost schedules, cost/benefit models and related financial analysis for City departments;

Coordinates the Official Statements and continuing disclosure for the City's bond issues; researches and compiles financial data, coordinates with the City's financial advisor, bond attorney, rating agency and other related financial information sources;

Instructs departments on their roles and requirements relating to the issuance of bonds and compiles the data to the final form;

Reviews all legal documents for errors and coordinates legal proceeding for the issuance of debt;

Creates and organizes reports for timeliness and accuracy to ensure compliance with Federal and State reporting requirements of municipal debt;

Monitors compliance to the debt covenants;

Prepares the annual debt budget and County debt service certification;

Researches and analyzes public finance trends of comparable cities, revenue diversification, academic studies and best practices;

Coordinates with outside auditors for reporting of cash and debt;

Prepares cash flow projections;

Develops treasury operations procedures and trains staff;

Conducts performance reviews and monitors staff performance and staffing needs;

Organizes and updates the Treasury web pages;

Perform other analysis and projects as needed;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of financial analysis and treasury management;

Thorough knowledge of investment principals and investment risk analysis;

Thorough knowledge of Public Finance and Municipal Bond Markets;

Thorough knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;

Thorough knowledge of State and Federal fund accounting, auditing and reporting requirements;

Thorough knowledge of computer and data processing technology as applied to financial, accounting and auditing utilizations;

Thorough knowledge of policy and procedure development, financial and economic tools/models, process improvement and internal controls;
Ability to interpret complex financial reports and records and to analyze financial data and determine appropriate accounting methods for control and reporting purposes;
Ability to communicate effectively and maintain working relationships with elected officials, State and Federal officials, other City employees and the public;
Ability to work in a fast-paced and multi-task environment with daily deadlines;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on cash management and other treasury-related financial analyses;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Finance or Accounting or a closely related field; and
Considerable experience in governmental treasury management; and
Some experience with PeopleSoft financial software preferred; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hardcopy forms;
Sufficient manual dexterity which permits the employee to operate a keyboard and to make handwritten notations;
Sufficient personal mobility which permits the employee to attend and observe the work in other offices and field work locations.