



**JANUARY 2021**  
**FLSA: Exempt**  
**Bargaining Unit: MA**  
**JCN: 0314**

## **TREASURY INVESTMENT ANALYST**

### **DEFINITION**

Under direction, plans the activities of the County's treasury and banking activities, performs detailed analyses of financial statements, industry trends and ratios, financial modeling, and reconciliations; makes recommendations and decisions based upon research; provides highly complex financial and investment information to the Treasurer-Tax Collector; reviews, develops, and administers contracts for the department; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises general supervision over professional and technical staff.

### **CLASS CHARACTERISTICS**

This is a single position classification in the Treasurer-Tax Collector's Office and is responsible for in-depth financial statements analyses; financial modeling and research; project leadership; and contract initiation, review, and oversight. The incumbent functions with a high degree of autonomy and decision-making responsibility under the general oversight of the Treasurer-Tax Collector.

This class is distinguished from the Assistant Treasurer-Tax Collector in that the latter has management responsibility for treasury and tax collection activities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Monitors departmental operations for fiscal liabilities and legal compliance with state and federal rules, regulations, and laws regarding departmental banking, investment, and other financial activities.
- Performs complex analyses of financial statements, industry trends, and ratios for the Treasury; performs financial modeling; makes recommendations based on research; prepares oral and written reports on same and makes presentations to boards and committees.
- Administers the County's investment program, following specific legal guidelines; recommends and administers County investment policies.
- Analyzes County cash flow requirements to determine investment schedules and funds available for investment and/or deposit.
- Extracts information from multi-faceted financial reporting services; summarizes and informs relevant parties.
- Reviews, develops, and administers contracts and other County agreements for the department; performs necessary analyses.
- Provides project leadership to department staff regarding investments and treasury issues.
- Negotiates the purchase, sale, and exchange of securities, adhering to specified guidelines.
- Maintains accurate accounting records and prepares reports of investment transactions.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of investment analysis and financial modeling.
- Principles of portfolio management.
- Laws, regulations, and practices applicable to investment of public funds.
- Generally accepted accounting principles and practices.
- Business computer applications and accounting systems.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages, assessment platform and case management systems) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Analyze and report developments in the financial industry.
- Interpret and apply laws, regulations, policies, and procedures.
- Plan, organize, and implement projects and studies.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form.
- Design and utilize varied complex database and accounting systems.
- Analyze problems, identify the alternatives, reach sound conclusions, and implement recommendations.
- Invest funds to earn market rate of return consistent with laws, regulations, and policies.
- Exercise sound, independent judgment within established guidelines.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate accounting records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, economics, finance, mathematics, or a closely related field;

**AND**

Three (3) years of increasingly complex professional-level experience in accounting, auditing, and/or analyzing complex financial data involving large dollar sums and a high degree of responsibility.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- A CPA certificate is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.