



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

JCN# 0318

County of El Dorado

May 2001
Revised February 2003

TREASURY QUANTITATIVE SPECIALIST INVESTMENT ANALYST

DEFINITION

Under ~~Direction~~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 ~~reconciliation's~~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.

DISTINGUISHING 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 ~~class-classification~~ in the Treasurer/-Tax Collector's ~~office~~Office and is responsible for in-depth financial statements analyses; financial modeling and research; project leadership; and contract initiation, review, and oversight. ~~A person in the classification-~~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 DUTIES 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~~ Performs complex analyses of financial statements, industry trends, and ratios for the Treasury; performs financial modeling; makes recommendations, ~~both written and oral,~~ based on research.
- Interprets; prepares oral and applies labor codes written reports on same and regulations pertaining makes presentations to investment of public funds 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.
- ~~Prepares written and oral reports regarding industry trends and ratios, financial statement analyses, and financial modeling; makes presentations to boards and committees.~~
- 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.
- ~~Performs audits of hotels, motels, and residential reporting Transient Occupancy Tax collections.~~
- Negotiates the purchase, sale, and exchange of securities, adhering to specified guidelines.
- Maintains accurate accounting records and prepares reports of investment transactions.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related workduties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of investment analysis and financial modeling.
- ~~Financial, statistical and comparative analysis techniques and formulae.~~
- 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.

Skill in:

- Analyzing Principles and reporting 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.
- Interpreting Interpret and applying apply laws, regulations, policies, and procedures.
- Planning, organizing Plan, organize, and implementing implement projects and studies.
- Collecting, evaluating Collect, evaluate, and interpreting interpret varied information and data, either in statistical or narrative form.
- Designing Design and utilizing utilize varied complex database and accounting systems.
- Analyzing Analyze problems, identifying identify the ~~evaluating~~ alternatives, reaching reach sound conclusions, and implementing implement recommendations.
- Investing Invest funds to earn market rate of return consistent with laws, regulations, and policies.
- Exercising Exercise sound, independent judgment within established guidelines.
- Preparing Prepare clear, concise, and complete reports and other written materials material.
- Maintaining Maintain accurate accounting records and files.
- Establishing and maintaining 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 ~~the work, including other County departments and private industry.~~

Other Requirements:

~~work~~

➤ ~~Must possess a valid driver's license.~~

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 ~~a~~ an accredited four-year college or university with major coursework in accounting, economics, finance, mathematics, or a closely related field ~~and four;~~

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. ~~A CPA certificate is desirable.~~

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~~ **Note:** ~~The above qualifications are typically accepted ways of obtaining the required knowledge and skills.~~ 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.