

CLASS SPECIFICATION
Treasury Operations Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, manages and directs the activities of staff engaged in City treasury operations; manages City banking relationships; assists the City Treasurer in administering and reporting on investment activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for the day-to-day management of treasury operations to ensure the maintenance of sound internal controls over the City's cash and securities assets and the timely and accurate recording of all cash receipt and disbursement transactions. The incumbent performs cash management analyses, advises the City Treasurer on funds available for investment and manages the City's banking relationships. The incumbent performs highly detailed and complex duties in ensuring the accuracy and integrity of the City's current financial data.

Treasury Operations Manager is distinguished from other management positions in the finance and accounting job family by the incumbent's specialization in treasury operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned staff; with subordinate supervisors, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial group budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages the day-to-day operations of the City's treasury functions; establishes and maintains sound internal controls over all cash and securities; oversees the recording and balancing of treasury receipts and disbursements; ensures transactions are audited for accuracy and properly documented prior to processing; oversees and confers with outside auditors on year end closing and reviews schedules for accuracy and completeness.
5. Performs daily cash management analyses; determines cash available for investment; plans for large cash disbursements; ensures accurate preparation of cash investment reports for the City Treasurer, City Council and Investment Advisory Committee; analyzes data to ensure requirements for the City's tax exempt bonds are met; transmits data into the City's Debt Management Program for use in calculating federal tax rates.
6. Manages the City's ongoing relationships with banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing.
7. Oversees daily and monthly reconciliation of the City's master pooled and subsidiary investment portfolios, banking accounts and trustee system accounts; oversees the allocation and distribution of earned interest to all City funds; oversees and ensures the resolution of questions and issues regarding trustee accounts.
8. Evaluates treasury operations, procedures and practices and implements changes to procedure and practice for operation effectiveness.
9. Assists the City Treasurer in developing and revising treasury policies and procedures; analyzes law and regulations impacting the City's bonded debt and consults with the Debt Manager.
10. Advises bureau and agency staff on treasury and banking issues.
11. Acts for the City Treasures in that individual's absence.

OTHER DUTIES

1. Designs and develops spreadsheet and database systems for use by bureau staff and management.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including the principles and practices of internal control.
2. State and federal laws and regulations relating to the financial administration of public agencies, including treatment of tax-exempt bonded indebtedness and investments permitted under the Oregon Revised Statutes.
3. Principles, practices, methods, techniques and terminology used in treasury management.
4. Principles, practices and legal precedents governing commercial banking relationships.
5. Research methods and statistical and financial analysis and modeling techniques.
6. City functions and programs and associated cash management and financial reporting issues.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. Standard spreadsheet and treasury management software.
9. Principles and policies of the City's Debt Management and Trustee programs.
10. Principles and practices of sound business communications.
11. Principles and practices of effective management and supervision.
12. City human resources policies and labor contract provisions.

Ability to:

1. Plan, direct and supervise the work of staff engaged in performing the full range of treasury operations, including management of the City's banking relationships.
2. Organize, set priorities and exercise sound expert independent judgment within areas of responsibility.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Perform complex cash management analyses to forecast funds available for investment, while anticipating large cash disbursement needs for City and bureau programs and functions.

5. Operate a computer and spreadsheet and specialized cash and treasury management software.
6. Perform complex mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
7. Communicate clearly and effectively orally and in writing.
8. Understand, interpret, explain and apply City codes and ordinances applicable to the City's treasury operations and investment accounting activities.
9. Maintain confidential information.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with all levels of City management, bureau managers, bank officials and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance or accounting or a closely related field; and at least six years of progressively responsible finance and accounting experience, at least three years of which was in treasury operations; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0970 PROGRAM MANAGER II. Adopted: 07-01-92

June 2009 - Change Job Class number from 7390 to 30000579, due to system change.