

CLASS SPECIFICATION
Treasury Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, manages City banking relationships and the development of new banking-related products and programs; produces the City's daily cash management and investment reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class facilitates the City's banking-related operations by providing knowledge, advice, research and problem-solving support to bureaus. The incumbent contributes to control of the City's cash and investments by daily tracking and reporting of cash management and investment figures.

The Treasury Analyst is distinguished from the Financial Analyst by the knowledge of banking products and banking operations and the application of that knowledge to treasury operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the City's ongoing relationships with banking institutions and between the banks and City bureaus; coordinates problem solving between banks and bureaus regarding cash management and banking functions; researches and resolves issues; assists with establishing new accounts; identifies opportunities for improvements.
2. Supports bureaus in implementing new banking-related programs such as credit or debit cards by researching options, providing advice and expertise on banking processes and agreements, recommending procedures, participating in consultant/vendor selection and in the Request For Proposal (RFP) process, assisting with implementation and providing training to staff on new systems.
3. Performs daily cash management analysis; gathers information; prepares daily report; flags variances from targeted balances for City Treasurer action.
4. Develops daily investment report for review by management; creates and modifies complex spreadsheet that tracks figures and monitors variance from investment policy targets; notes variances from targets for City Treasurer action.

5. Manages all transactional aspects of Treasury daily operations in the absence of the Treasury Operations Manager.
6. Develops transaction report for each accounting period; flags transactions that warrant notation in the report and gathers that information.
7. Assists with the development and implementation of Treasury procedures and guidelines.
8. Assists with the monitoring and development of prudent business and cash management practices related to e-government initiatives.
9. Analyzes and prepares annual audit schedules for review by outside auditor; assists auditors as requested.
10. Provides support to Treasury staff including backup support during absences.
11. Participates on Citywide Accounting Advisory Committee or other committees as requested.
12. Performs special projects and analyses as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Banking products, procedures and policies.
2. City functions and programs, and associated banking procedures and issues.
3. Principles, practices and legal precedents governing commercial banking relationships.
4. Principles, practices, methods, techniques and terminology used in treasury management.
5. Spreadsheet software and treasury management software.
6. Principles and practices of sound business communications.
7. Federal, state and local laws and regulations related to assigned area.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound conclusions and recommendations in accordance with laws, regulations, rules and policies.

2. Conduct research on products and procedures.
3. Plan and coordinate implementation of new products and procedures.
4. Provide training on products and procedures.
5. Create and modify complex spreadsheets.
6. Review financial reports and recognize and report significant variances from established parameters.
7. Perform complex mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
8. Document operational procedures and guidelines.
9. Plan, organize and lead projects of varying complexity.
10. Organize, set priorities and exercise sound judgment within areas of responsibility.
11. Communicate clearly and effectively verbally and in writing.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. 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 two years of progressively responsible experience in banking operations; or an equivalent combination of training and experience.

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: 07-11-03

June 2009 - Change Job Class number from 7392 to 30000581, due to system change.