

**CLASS SPECIFICATION**  
**Principal Treasury Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs complex cash management analysis; facilitates daily, city-wide funding requirements; performs intricate analysis and detailed recording of all investment portfolio activity; provides financial advice and statistical support to bureaus city-wide regarding cash management issues; leads the activities of staff engaged in treasury operations; 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 oversight 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 complex cash management analyses, advises the City Treasurer on funds available for investment and supports 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.

The Principal Treasury Analyst is distinguished from other Principal positions in the finance and accounting job family by the incumbent's specialization in treasury operations. The Principal Treasury Analyst is distinguished from the Senior Treasury Analyst in that an incumbent in the former class is responsible for more difficult and complex analyses and by combining the work output from lower job classes into independent City-wide cash management and liquidity decisions. The incumbent is solely responsible for managing the City's overall daily cash position, implementing investment decisions, and serving as technical lead over other Treasury staff. The Principal Treasury Analyst exercises independent judgement and utilizes a thorough understanding of City operations to make recommendations and to solve cash related issues.

**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. 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.

2. Performs investment recordings requiring an in-depth understanding of a variety of investment instruments; ensures that all investments are processed and recorded correctly.
3. Provides lead work direction over assigned staff and works with management to develop and retain highly competent, service-oriented staff through training and day-to-day oversight that supports 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. Oversees 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. Supports the management of the City's ongoing relationships with banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing.
6. 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.
7. Stays abreast of emerging trends and technological developments enabling Treasury to remain poised for changes in bank processing; evaluates treasury operations, procedures and practices and implements changes to procedure and practice for operational effectiveness.
8. Makes recommendations to and assists the City Treasurer in developing and revising treasury policies and procedures; analyzes laws and regulations impacting the City's bonded debt and consults with the Debt Manager.
9. Advises bureau and agency staff on treasury and banking issues.
10. Designs and develops spreadsheet and database systems for use by bureau staff and management.
11. Ensures that the Treasury Division maintains a high level of efficiency.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced 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.
3. Investments permitted under the Oregon Revised Statutes, the City's Investment Policy, and Oregon State Treasury operations and procedures.
4. Principles, practices, methods, techniques and terminology used in treasury management.
5. Principles, practices and legal precedents governing commercial banking relationships.
6. Research methods and statistical and financial analysis and modeling techniques.
7. City functions and programs and associated cash management and financial reporting issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. Structure and workflow(s) of the City's Enterprise Business Solution, SAP; specifically targeted to the FILO – Finance and Logistics.
10. Standard spreadsheet and treasury management software.
11. Principles and policies of the City's Debt Management and Trustee programs.
12. Principles and practices of sound business communication.

**Ability to:**

1. Plan, direct and coordinate the work of staff engaged in performing the full range of treasury operations, including support of the City's banking relationships.
2. Organize, set priorities and exercise sound expert independent judgment within areas of responsibility.
3. Consistently record error-free transactions and precise financial calculations used to record city-wide cash activities, investment income, accruals, expenses, security purchases, sales, maturities and called bonds.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Perform complex cash management analyses to forecast funds available for investment, while anticipating large cash disbursement needs for City and bureau programs and functions.

6. Operate a computer and spreadsheet and specialized cash and treasury management software.
7. Work efficiently in an environment with set timelines and bank processing deadlines.
8. Perform complex mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
9. Communicate clearly and effectively orally and in writing.
10. Understand, interpret, explain and apply City codes and ordinances applicable to the City's treasury operations and investment accounting activities.
11. Maintain confidential information.
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 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.

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**Class History:**

Adopted: 11-25-2009