

**CLASS SPECIFICATION
Senior Treasury Analyst**

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and complex duties related to the oversight of the City's banking relationships; develops and updates Citywide processes related to the ongoing automation in the banking and financial services industry; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class oversees the City's banking-related operations by providing advanced knowledge, advice, research and problem-solving support to bureaus. Work requires a thorough understanding of the banking and financial services industry, their products and services, and all related City processes, the exercise of professional judgment in selecting appropriate analytical methods and considerable latitude in developing proposals and recommendations.

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

The Senior Treasury Analyst is also distinguished from the Treasury Analyst in that an incumbent in the former class performs the more difficult and complex analyses on issues requiring the exercise of independent judgment and it is also distinguished by the positions ability to be proactive in mitigating problems before they interrupt services, and to minimize disruptions to the ongoing banking and investment processes; the Senior Treasury Analyst may provide lead direction and work guidance to lower level professional and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Represents the Treasury Division on all City initiatives related to EBS/SAP, and other systems integration duties; responsible for detailed understanding and comprehensive knowledge of SAP Cash Management and Treasury modules.
2. Lead expert for Treasury and external bureaus regarding design advice, testing, process development, and some training activities such as electronic check processing (check 21), and other service requests by the City and it's bureaus.

3. Develops and manages the City's ongoing relationships with banking institutions and between the banks and City bureaus; works with managers and other bureau personnel on banking issues and needs; provides advice and counsel; develops solutions between banks and bureaus regarding cash management and banking functions; researches and resolves issues.
4. Provides advice to bureaus in developing and implementing new or complex banking-related programs such as credit or debit cards by researching options, providing expertise on banking processes and the development of agreements to carry out the programs.
5. Drafts requests for bid, including request for proposal (RFP's) to solicit banking products and systems, including RFP's for consultants and vendors; participates in evaluating proposal responses and provides recommendations on bidder selection.
6. Manages the daily treasury operations in the absence of the Treasury Operations Manager.
7. Provides a higher level of analytical analysis and independent problem solving.
8. Leads the development and implementation of Treasury procedures and guidelines; ensures that Treasury maintains a high level of efficiency.
9. Leads the monitoring and development of prudent business and cash management practices related to e-government initiatives.
10. Analyzes and prepares annual audit schedules for review by outside auditor; assists auditors as requested.
11. Provides lead direction to Treasury staff.
12. Participates on Citywide Accounting Advisory Committee or other committees as requested.
13. Performs special projects and analyses as assigned.
14. Facilitates changes in how Treasury assists City bureaus in providing services and changes in how Treasury assists bureaus' interaction with inter-governmental organizations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Interrelationship between City processes and all related banking products, services, procedures and policies.
2. Principles, practices and legal precedents governing commercial banking relationships and their application to City processes.

3. Principles, practices, methods, techniques and terminology used in treasury management.
4. Advanced understanding of investment accounting, cash management, and general accounting principles, as they are interpreted by Governmental Accounting Standards Board (GASB).
5. Structure and workflow(s) of the City's Enterprise Business Solution, SAP; specifically targeted to the FILO – Finance and Logistics.
6. Straight through processing (STP) related to investments
7. Spreadsheet software and treasury management software.
8. Principles and practices of sound business communications.
9. Federal, state and local laws and regulations related to assigned area.

Ability to:

1. Manage implementation and ongoing maintenance of the City's investment programs transaction recording and reconciliation functions; including the purchasing records, settlement, portfolio securities maintenance, automation of position updates to Treasury module within SAP
2. Reduce systemic and operational risk and to improve certainty of settlement and minimize operational costs
3. Define issues, analyze problems, evaluate alternatives and develop sound conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Anticipate and effectively respond to changes in bank processing
5. Conduct research on products and procedures.
6. Plan and coordinate implementation of new products and procedures; advanced project management skills.
7. Provide training on products and procedures.
8. Create and modify complex spreadsheets.
9. Review financial reports and recognize and report significant variances from established parameters.
10. Perform complex mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.

11. Document operational procedures and guidelines.
12. Plan, organize and lead projects of varying complexity.
13. Organize, set priorities and exercise sound judgment within areas of responsibility.
14. Work efficiently in an environment with set timelines and bank processing deadlines.
15. Communicate clearly and effectively verbally and in writing.
16. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
17. Establish and maintain effective working relationships with all levels of City management, bureau managers, bank officials and others encountered in the course of work.
18. Provide direction and work guidance to lower level professional and administrative staff.
19. Work independently on treasury projects with little supervision.

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 four 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: 07-01-2009