

## TREASURY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under general supervision, performs a variety of complex technical financial accounting work in the administration of the City's investment portfolio; assists in the management of the City's banking and trustee relationships; researches investment information; performs a variety of administrative activities associated with cash management and investments; and performs related work as required.

### CLASS CHARACTERISTICS

This position is distinguished from the Accounting Technician as a specialized financial position in the area of cash management, banking and investment functions. This is a one position classification. The employee in this class performs paraprofessional accounting duties requiring the exercise of independent action based on their knowledge and application of accounting rules, regulations, laws and ordinances.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Assists the Treasury Manager in administering the City's investment portfolio; reviews and verifies information for and maintains and updates investment and portfolio records using portfolio management and treasury management software; generates monthly and quarterly treasury and portfolio reports; performs daily cash management and cash balancing analyses and transactions; prepares journal entries for cash and investment transactions; audits, balances and/or reconciles assigned accounts and identifies and resolves issues; reviews and verifies information for and maintains and updates wire transfer records; as directed and within established policies and procedures, executes wire transfers and transfers of funds between accounts to meet cash disbursement requirements; assists in researching and resolving discrepancies and problems with banking transactions and charges; maintains database tracking outstanding disbursements and administers escheatment process; assists in the administration of the City's purchasing credit card program; performs other treasury administrative functions to manage and safeguard the City's financial assets as required.

### MINIMUM QUALIFICATIONS

#### **Knowledge of:**

- Modern office procedures, methods and computer equipment;
- Principles, practices, laws and regulations governing the investment and management of public funds;
- Principles and practices of governmental accounting and financial record keeping;

- Standard spreadsheet and treasury management software;
- Research methods and statistical and financial analysis techniques; and
- Principles and practices of customer service and telephone etiquette.

**Ability to:**

- Operate a computer and spreadsheet software;
- Understand, interpret, explain, and apply City, state and federal laws and policies regulating investment and other applicable activities;
- Perform analyses and research, evaluate alternatives and develop sound conclusions and recommendations;
- Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility;
- Perform mathematical calculations and analyses;
- Prepare clear, concise and comprehensive financial and treasury statements, reports and written materials;
- Analyze existing procedures and recommend new service delivery methods;
- Exercise discretion in dealing with confidential matters;
- Establish and maintain effective working relationships with City managers and staff, outside investment and banking representatives and others contacted in the course of work;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

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**Experience and Training Qualifications**

**Experience:** Three years of increasingly responsible technical accounting experience, preferably in a banking or investment environment. A post high school degree or certificate in accounting or a related field may be substituted for one year of experience.

**Training:** Equivalent to the completion of the twelfth grade, supplemented by college level course work in accounting or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential and marginal functions may require the employee to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.