



## City of Irving Job Description

### Treasury Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Financial Services
<b>Job Code:</b>	17121	<b>Reports To (Job Title):</b>	Treasury Manager

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#### PURPOSE

To ensure adequate cash flow for city operations, manage the city's investment portfolio in accordance with the city's investment policy and the Public Funds Investment Act (PFIA), supervise the city's depository contract, and supervise the city's merchant services contract.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Monitor cash flow and process investment pool transactions as necessary to ensure adequate daily cash flow and ensure daily collateral limits are met.
- Manage the city's \$400 million investment portfolio, which includes: making investment purchase decisions, reconciling monthly investments and quarterly interest earnings, and preparing quarterly investment reports for City Council.
- Prepare year-end report and PFIA compliance documents for external auditors.
- Prepare and present annual Investment Policy Review and Recommendations to the Audit & Finance Committee.
- Manage the city's depository services contract, as well as, the city's merchant services contract, both of which include preparing contract-related agenda items.
- Open city bank accounts and lockbox accounts; also, open new merchant accounts and set up payment gateway accounts.
- Serve as CashPro Administrator (bank software) to set up new user profiles and entitlements, as well as, order security tokens.
- Process changes to bank account signature cards.
- Order new credit card terminals; conduct test transactions before going live to accept customer payments.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Conduct research when contacted by departments with questions and provide recommendations to issues as they arise.
- Process journal entries and initiate and approve wires.
- Sign large Accounts Payable (AP) checks and final payroll checks in Treasury Manager's absence.
- Review monthly bank account analysis statement.
- Download all merchant account statements each month and update individual account spreadsheets to monitor transaction information and bank charges and fees.
- Compile investment reports and statements for the city's consultants for arbitrage calculations.

- Meet with CIP staff before each bond sale to make an investment plan for those bond funds.
- Serve as backup to prepare the city’s daily bank deposit bag.
- Attend PFIA training to meet investment officer training requirements.
- Monitor legislative changes regarding the Public Funds Investment Act.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Manage the city’s investment portfolio totaling over \$350 million, which includes making over \$300 million in investment purchases each fiscal year. Authority to purchase credit card terminals, sign large AP and final payroll checks, initiate and approve wires, open city bank accounts, merchant accounts, and investment accounts, and set up online banking users. Financial responsibility to ensure adequate daily cash flow, ensure daily collateral limits are met, reconcile monthly investments and quarterly interest earnings, and, monitor depository and merchant card contract services and fees for compliance with approved contracts.

Daily cash deposits via armored car pickup are critical to the operations of the city and this role is the second “line of defense” in the event of an absence to prepare the city’s daily bank deposit.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

**EDUCATION**

- Bachelor’s degree from an accredited college or university with major course work in Finance, Public Administration, or Business.

**EXPERIENCE**

- At least three (3) years of related experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver’s license, or the ability to obtain one, is required.

**KNOWLEDGE OF**

- Municipal Investments: Strategies for maximizing the value of funds invested for return.
- Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution.
- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- Record Keeping: Principles and practices for the collection and recording of information for use in report presentations.
- Office Systems: Administrative / clerical procedures and systems, such as word processing systems and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the city; particularly, the Microsoft Office Suite and Adobe Acrobat Pro.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Banner, Citrix, CashPro, MinuteTraq, and OnBase.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Mechanical/Technical: Safely operating diverse office equipment, including computers, copiers, fax machines, calculators, and telephones.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Service Orientation: Actively looking for ways to help people.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Type: Accurately entering information using a computer keyboard.
- Written Expression: Communicating information and ideas in writing, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Time Management: Managing time wisely to meet assignment deadlines.
- Reading Comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Self-Management: Working well independently and without supervision.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

This position extensively interacts with other members of city staff. Within the department, collaboration includes the Treasury Manager, the Budget division, and the Accounting Division. Beyond the department, this role engages: the CIP Coordinator to discuss bond fund investments; departmental contacts on a monthly basis to answer questions, conduct research, etc.; the Arts Center Assistant Director and the Senior Accountant assigned to the Irving Convention & Visitors Bureau (ICVB) on a weekly basis to process investment pool transaction requests; Department Heads several times a year to keep abreast of changes in merchant services industry; and, the Audit & Finance Committee annually to present investment portfolio and policy review.

Further, this role submits quarterly investment reports for the City Manager's packet to City Council, and more frequently, when large checks need to be signed, takes them to the City Manager's Office (CMO) for final signature. Several times per year, in relation to agenda items, this role engages City Council members regarding depository, merchant, and investment services. Externally, this position frequently engages bankers, investment brokers, and investment pool associates. During a year, it will communicate with external auditors and arbitrage calculation consultants several times.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer, printer, scanner, copy machine, fax machine, telephone, 10-key adding machine, label maker, 3-hole and 2-hole punch, as well as other standard office supplies.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and/or sit. S/he frequently is required to stand, talk, and/or walk. Occasionally, s/he must drive a vehicle, reach, lift, stoop, grasp, handle, feel, kneel, carry, and/or lift up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is normally in a typical office environment with a noise level that usually is quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.