
Investment & Cash Management Officer(Job Id 2)

Location: US:OH:Cleveland
Employment Type: Executive
Salary: 65,000.00-80,000.00 USD

Post Date: 12/10/2018
Close Date: 12/23/2018

Description

Department: Treasury
Anticipated Work Schedule: Monday - Friday, 8:30 AM - 430 PM
Reports To: Treasurer
Full Time or Part Time: Full Time
Regular or Temporary: Regular
Bargaining Unit: N/A
Classified or Unclassified: Unclassified
FLSA: Exempt

Summary: THIS IS AN UNCLASSIFIED POSITION HELD AT THE PLEASURE OF THE COUNTY EXECUTIVE

Essential Job Functions:

Manages investment program for County Treasurer's Office to ensure optimum income from funds. Makes recommendations relative to investment of County funds, security sales and purchases; meets with County Investment Advisory Committee; meets with Investment Advisory Working Group; posts daily market prices of long term securities; validates investment monies with advisors; maintains accretion of short-term securities; reconciles and validates investment advisor holdings report and summary; develops statistical basis for Market projections and cash flow studies; directs flow of information to computer to facilitate data analysis; maintains liaison with representatives of financial community. Manages the Cash Management area of Treasurer's Office. Directs collection and analysis of economic, financial and market information; monitors financial service reports and investment ratings; oversees daily cash sheet operation; oversees reconciliation of bank vs. book balances; oversees preparation of bank confirmations for County auditors and outside auditors. Prepares and analyzes financial and investment reports (i.e. County warrant redemptions, electronic fund transfers from State Auditor, schedule of overnight repurchase monies, rates and interest earned, cash flows, overnight repurchases report for Investment Advisory Committee, STAROHIO monthly reconciliation, short and long term securities earnings report, tax settlement reconciliation report, revenue receipt reconciliation report, investment advisory holdings report and summary, income statement for cash sheet). Supervises other department staff (e.g.- plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave). Analyzes management issues and problems; prepares reports of findings and recommendations; and reviews reports and recommendations prepared by subordinate staff.

Minimum Requirements:

Bachelor's degree in business, finance or a related field; with investment management, finance, investment analysis, accounting or economics experience including supervisory and/or managerial experience: or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Application Process

This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that

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respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.