



BANKING AND INVESTMENT OFFICER

Department: Finance
Job Class #: 158900
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional and supervisory work performed in the Pierce County Finance Department. An employee in this classification is responsible for the administration of the Pierce County banking and investment program including the daily management of cash flow for the County, trustees and other taxing districts. An employee in this position is responsible for supervision of a designated unit.

ESSENTIAL FUNCTIONS

- Administer the County, trustees and other taxing districts' Investment plans.
- Administer and oversee the County's, trustees and other taxing districts' banking functions, and administer the banking contract.
- Develop and administer the County cash management process, forecast and manage the County's, trustees and other taxing districts' cash flows.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff and ensure tasks are completed correctly and timely.
- Develop and maintain internal controls over banking, cash, and investment processes.
- Administer and assist in the development of the County investment policy and strategy.
- Maintain the County on-line investment management system.
- Direct the placement of the County investments in accordance with County policy.
- Act as liaison to financial institutions, other County departments, trustees and other taxing districts with regard to banking, cash, and investment operations.
- Perform and administer all banking functions related to County, trustees and other taxing districts' issuance, debt service management and spending of bond proceeds.
- Prepare reports and statistical analysis as needed including cash flow and investment proceeds' projections, and other reports from the investment management system.
- Perform special studies or projects as needed.
- Prepare input and corrections to the financial accounting system as required.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Ensure consistent interpretation of laws, rules, policies, and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional, and disciplinary actions of supervised staff; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Establish and maintain effective working relationships with County, trustees and other taxing districts' officials, employees and the general public.

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ESSENTIAL FUNCTIONS continued:

- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Lift and carry up to 20 lbs.

OTHER JOB FUNCTIONS

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general direction of the Revenue Manager and is assigned in terms of broad general objectives within the resources available and is expected to exercise discretion and independent judgment as it relates to area of responsibility. Work is reviewed for fulfillment of departmental and County objectives, for compliance with governing laws and regulations, adherence to budget, and support and furtherance of department goals. The Banking and Investment Officer is responsible for supervision of assigned personnel.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Banking and Investment Officer typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Incumbents may be required to travel to various work locations.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling, and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of cash management, and the projection, forecasting and administration of cash flows.
- Washington State laws and Pierce County Policies regarding investments, deposits, cash receipts, and disbursements for both the County and its taxing districts.
- Bond and debt financing, debt service management and related banking functions.
- Internal controls for cash, investments, and bond administration.
- The types of investments that the County can legally purchase.
- Banking systems and contract administration.
- Investment management systems and interfaces with financial accounting.
- Principles and practices of public administration, organization, and employee supervision.

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Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of technical financial information and laws, policies and procedures.

Ability to:

- Develop and maintain a cash flow program.
- Analyze and recommend safeguards for cash management and investments.
- Manage an investment program utilizing a variety of instruments and financial institutions.
- Analyze yield curve to recommend and augment investment strategy.
- Work effectively with other County departments, taxing district representatives, and financial institutions in the implementation of the County investment program.
- Work efficiently under a daily time constraint for the placing of investments.
- Effectively supervise staff.
- Analyze the performance of an investment program and report on its operations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor Degree with major course work in business administration, finance, accounting, economics or related field plus one year or more experience in cash flow management, investing, or a related banking field is required. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation may be required prior to employment.