



**OFFICE OF THE CLERK OF THE CIRCUIT COURT & COMPTROLLER
SEMINOLE COUNTY, FL
POSITION DESCRIPTION**

JOB TITLE: Treasury Manager

SALARY RANGE PER ANNUM: \$60,000 - \$75,000

HOURS: 8:00am – 5:00pm, Monday – Friday

JOB SUMMARY:

The purpose of this position is to assist with the management of the Comptroller's Office investment functions. Employees in this classification will examine investment securities to determine compliance with the requirements of the investment policy, the direction of management, and the asset allocation of the portfolio.

The Treasury Manager will be responsible for managing the overall function of the investments and banking related activities for the Clerk of the Circuit Court and Comptroller related to the Seminole County government. The Treasury Manager will look for opportunities to optimize earnings on investments pursuant to the County's Investment Policy while safeguarding County assets. Additional duties may be assigned as they relate to the mission of the Comptroller's Office.

This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

The list of essential functions outlined here is representative of the tasks performed in this position. The omission of essential functions does not preclude the assignment of additional duties not listed.

- Performs cash flow analysis to determine liquidity needs.
- Provides periodic updates on financial markets and economic indicators to assist in the proper investment of County funds.
- Assists with the development of short and long-term strategic investment planning.
- Contacts brokers for investment bids and/or offers; executes trades for the purchase and/or sale of securities.
- Maintains broker relationships; monitors broker investment recommendations and financial market forecasts.
- Evaluates short-term cash levels to ensure liquidity needs are met based on cash flow projections
- Assists in recording of investment activity; provides approval for documents and assistance as necessary.
- Assists in narrative description of portfolio and purchase/sales transactions.
- Formally documents all trading activity; provides information to the Director of the Comptroller's Office or Manager of the Comptroller's Office in accordance with internal policies and procedures.
- Assists internal and external auditors in obtaining information; responds to questions as needed.
- Conducts and coordinates completion of various special projects as directed.
- Assists with the selection of new and existing brokerage firms, performs financial and background research on prospective firms.

- Analyzes investment securities and monitors portfolio to ensure that safety, liquidity and earnings expectations continue to be met.
- Performs annual comprehensive review of portfolio competitiveness concerning investment holdings compared to the industry.
- Maintains current knowledge of trends and developments in investment and cash management; reads professional literature to remain abreast of industry changes and attend meetings as deemed appropriate.
- Conducts monthly meetings with investment committee on portfolio performance.
- Prepares monthly investment reports.

MINIMUM QUALIFICATIONS:

- A bachelor's Degree from an accredited college or university in Business, with major course-work in Finance, or related field.
- Three to four years of experience in handling fixed income investments, governmental debt structures and relevant experience in professional investment banking, preferably in an environment that processes significantly large dollar amounts (\$10,000,000 or more). Strong background in Finance or Economics.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of fixed income investments.
- Knowledge of Florida Statutes that govern investments of Public Entities.
- Certification as a Chartered Financial Analyst (CFA) or Certified Treasury Professional (CTP).

PHYSICAL REQUIREMENTS:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.