



ASSISTANT TREASURY ANALYST

FC: FA274
SEIU-06

PC: 712
BU: 04
October 2001

*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

Performs a variety of duties in support of various accounting, investment and financial functions of the Treasury Division; and performs related duties as assigned.

CHARACTERISTICS

This single class position is responsible for financial accounting and technical analysis in support of division activities and functions. While some of the work is analytical in nature, a major portion of the permanent duties remain lower level (i.e. check distribution) and thus the Assistant Treasury Analyst is a permanent position with no expectation that it will progress to Treasury Analyst. This class is distinguished from the Treasury Analyst in that the latter possesses a specialized technical or functional expertise within the area of assignment.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists Treasury Analyst in determining cash balance for investment purposes by daily posting and updating manual Fund Balance Control.
2. Maintains Investment Securities Control and prepares reminder notices of pending maturities for Treasury Analyst.
3. Assists Treasury Analyst by contacting various Investment Brokers to obtain comparative quotes on available short-term securities and prepares a written report of data obtained for the Treasury Analyst's review.
4. Provides backup operational support to the Treasury Analyst in posting information using an on-line computer system for various analytical reports.
5. Prepares bank deposits and reconciles District bank accounts.
6. Reconciles Treasury Fund Balances with Accounting Department records.

7. Maintains signature control of all checks issued by the District.
8. Signs, bursts and distributes all District payroll and vendor checks under tight deadlines.
9. Mails all checks processed by Accounts Payable in payment of District obligations.
10. Processes petty cash reimbursements, maintains journal control, and initiates reimbursement requests.

QUALIFICATIONS

Knowledge of:

Basic knowledge of general and governmental accounting and financial record keeping principles and practices.

Basic methods and techniques of statistical and financial analysis.

Basic knowledge of investment and banking procedures and terminology.

Standard office practices and procedures.

Skill in:

Using initiative and sound independent judgment within established guidelines.

Organizing, prioritizing and coordinating work activities.

Making accurate mathematical calculations with speed and accuracy.

Preparing, verifying and reconciling various accounting and financial reports.

Operating standard office equipment and computer software applications used by the District.

Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in Business, Economics, Accounting or a closely related field from an accredited college or university.

Substitution:

Experience such as accounting office assistant, investment or treasury clerk, may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02

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