



MANAGER OF TREASURY OPERATIONS

FC: FC278

PC: 950

PB: 11

BU: 95

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*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

Directs, manages, oversees and coordinates the assigned activities and programs of the Treasury Department; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant Treasurer, and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages and oversees the assigned activities and programs of the Treasury Department, including oversight of reconciliation of accounting for revenue generated from the sale of tickets, coordination of the development and implementation of accounting for revenue-generating programs, managing the daily investment of District funds, directing the activities related to accounting for the bonded debt and other financing issues. The incumbent is responsible for supervising, assigning and reviewing the work of subordinate staff and oversees the activities and programs of the Treasury Department in the absence of the Assistant Treasurer. The incumbent is accountable for accomplishing the goals and objectives of the assigned area of responsibility. This class is distinguished from the Assistant Treasurer in that the latter is responsible of the overall management of treasury operations, and revenue control activities.

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

1. Assumes management responsibility for the assigned activities and operations of the Treasury department which includes managing, supervising, and overseeing the work of Treasury Operations staff.
2. Manages and participates in the development of and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies and recommends within department policy, appropriate service and staffing levels.

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4. Plans, manages, and oversees the activities and operations of reconciliation of and accounting for revenue generated from the sale of tickets, including the review and processing of customer refund claims and ticket exchanges.
5. Manages and oversees the debit/credit reconciliation with service bank and daily reconciliation of cash collected and processed by the Cash Handling Facility.
6. Coordinates the development and implementation of accounting for revenue-generating programs (such as Translink Ticket, Debit/Credit Ticket, and Group Sales programs).
7. Manages and oversees the daily investment of the District funds in accordance with District policy and guidelines; performs in-depth analysis and prepares recommendations as appropriate.
8. Directs and oversees the activities related to accounting for the bonded debt and other financing issues of the District, including the preparation of annual disclosure reports, status reports for Rating Agencies, and payment of periodic expenses of bond counsel, trustee fees and/or investment fees.
9. Directs, coordinates and reviews the work for assigned staff; assigns work activities and projects; assesses and monitors work load; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Participates in the development of and oversees the administration of the Treasury Department budget.
12. Oversees or responds to the handling of difficult and sensitive customer inquiries and complaints or the response or resolves difficult and sensitive customer inquiries and complaints related to ticket refunds and exchanges.
13. Serves as the liaison for the Treasury Department with other divisions, departments and outside agencies concerning reporting, accounting and reconciliation issues related to revenue generated from ticket sales, and debt service issues related to bonds and other financing.
14. Provides staff assistance to the Assistant Treasurer; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of treasury.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned the assigned programs within the Treasury Department, including the reconciliation of and accounting for revenue generated from the sale of tickets and development and implementation of accounting for on-going revenue-generating programs.

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Principles and practices of a financial accounting and systems.
Principles and practices of banking, bond financing, and investment strategy.
Principles and practices of credit/debt program analysis.
Principles and practices of program development and administration.
Methods and techniques of data analysis.
Principles and procedures of financial record keeping and reporting.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Supervising and coordinating programs and activities in assigned treasury operations.
Analyzing and evaluating data.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing and evaluating methods for delivery and implementation of new programs.
Reviewing complex financial data.
Performing accurate financial and mathematical calculations.
Selecting, supervising, training and evaluating staff.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering program budgets.
Preparing clear and concise reports.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, business administration, public finance, or a related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in accounting, finance, or treasury preferably in a governmental or public agency setting which must have included at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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