



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: ~~Treasury Manager~~ Senior Treasury Analyst
JOB CODE: W-025
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Treasurer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Safeguard District financial assets by assisting the Treasurer in effectively administering all Treasury transactions which includes care and custody of all cash and investments, and issuance and servicing of debt.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The ~~Treasury Manager~~ Senior Treasury Analyst shall carry out the essential performance responsibilities listed below.

CASH:

- ~~assist~~ Assist in the preparation of Prepare complex yield and cash flow analysis analyses.
- ~~monitor~~ Monitor and analyze the investment portfolios; ~~and~~ report and make recommendations to the Treasurer.
- Forecast interest expense, interest income and related balance sheet items.
- Evaluate, develop and implement cash management systems to optimize efficiencies.
- Work closely with all banking representatives, review fees and support regular interaction.
- Monitor, document and maintain all cash management operating procedures.
- ~~monitor~~ Monitor all cash management operating procedures.

INVESTMENT:

- ~~analyze~~ Analyze proposals received from ~~underwriters, broker dealers,~~ and other solicitations for investment ~~and debt~~ related activities; and report analysis to the Treasurer.
- ~~monitor~~ Monitor the investment bid process and ensure ~~that~~ the list of broker dealers are maintained in accordance with established procedures.
- Assist the Treasurer in all aspects of investment and portfolio management.
- Review and recommend changes to the investment policies based on the market conditions.
- Develop analytical tools, financial models, and dashboards to support decision-making.

DEBT:

- Ensure strict compliance with all debt agreements (including payment of fees and interest expense, adherence to covenants and reporting requirements).
- Evaluate and make recommendations on alternative long-term borrowing strategies and make recommendations.
- ~~coordinate~~ Coordinate the preparation of offering statements for debt issues.
- ~~analyze~~ Analyze proposals received from ~~underwriters, broker dealers,~~ and other solicitations for investment ~~and for~~ debt related activities; and report analysis to the Treasurer.
- ~~prepare~~ Prepare requests for Certificates of Participation reimbursements from trustee and ensure funds are received timely.
- ~~prepare~~ Prepare Capital Lease Schedules when required.

FINANCIAL:

- ~~coordinate and ensure~~ Ensure adherence to Government Accounting Standards Board (GASB) pronouncements, (i.e. GASB 31, GASB 40, GASB 53, GASB 72, GASB 79, etc.)
- ~~assist~~ Assist in the preparation of Request for Proposals issued by the department and the evaluation of responses received.
- Assist with compliance deliverables (internal/external auditors, etc.) and ensure adherence to constantly evolving external

regulatory requirements (Dodd-Frank, etc.).

- Track accounting activity needed for the accounting period close process.
- ~~monitor Financial Disclosure Database and ensure that it is kept current.~~
- prepare Prepare SWAP transaction disclosures when required.
- ~~maintain Treasurer's Office Key Financial Data and update, as necessary.~~
- observe Observe the highest ethical principles and use tact and courtesy when analyzing problems and recommending corrective action.

OTHER:

- Assist the Treasurer with ad-hoc projects analysis and documentation.
- Review Treasury processes and implement best practices to drive process improvement.
- Assist staff as assigned in the performance of job duties.
- ~~coordinate~~ Coordinate the training of staff on Treasury Management Software and ensure that all upgrades are installed.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate annually successfully, in the training programs offered to increase enhance the individual's skills and proficiency related to the assignments job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ensure Ensure adherence to good-safety rules and procedures.
- follow Follow Federal and State federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Treasurer, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned ~~Bachelor's~~ bachelor's degree from an accredited institution in Finance, Economics, Business or related field.
- A minimum of eight (8) years of experience within the last ten (10) years and/or training in the field related to the title of the position.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned ~~master's~~ Master's degree in ~~Business Administration~~ from an accredited institution in Business Administration (MBA), Finance, Economics, Business or related field.
- ~~A minimum of six (6) years of experience and/or training in the field related to the title of this position.~~
- ~~Preferred concentration in Finance or related field.~~
- General knowledge of GAAP and SEC reporting requirements for investments and other financial instruments.
- Prior experience in investment management, banking, macroeconomics, public finance, government, mathematics, financial/investment performance modeling, investor reporting, investment valuations and/or financial statement analysis.
- Advanced spreadsheet and modeling skills, including technical knowledge of database management systems and treasury software.
- ~~Prefer progressively more experience~~ Experience in cash and debt management with a strong in depth knowledge of cash and investment management.
- Extensive experience in preparing cash forecasts and cash flow analyses.
- Experience in research, evaluation and writing reports that present technical data to non-technical audiences.
- Attention to detail and accuracy.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with department personnel and external financial institutions, including banks, bond counsel, underwriters, investment advisors, and financial advisors, to assist the Treasurer in effectively administering all Treasury transactions.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

~~FLSA OVERTIME CATEGORY:~~

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 10/11/05

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