



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Treasury Analyst
JOB CODE: New
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
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 Senior Treasury Analyst shall carry out the essential performance responsibilities listed below.

CASH:

- Prepare complex yield and cash flow analyses.
- Monitor and analyze the investment portfolios; 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.

INVESTMENT:

- Analyze proposals received from broker dealers, and other solicitations for investment related activities; and report analysis to the Treasurer.
- Monitor the investment bid process and ensure 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 the preparation of offering statements for debt issues.
- Analyze proposals received from underwriters for debt related activities; and report analysis to the Treasurer.
- Prepare requests for Certificates of Participation reimbursements from trustee and ensure funds are received timely.
- Prepare Capital Lease Schedules when required.

FINANCIAL:

- Ensure adherence to Government Accounting Standards Board (GASB) pronouncements, (i.e. GASB 31, GASB 40; GASB 53, GASB 72, GASB 79, etc.)
- 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.
- Prepare SWAP transaction disclosures when required.
- 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 the training of staff on Treasury Management Software and ensure that all upgrades are installed.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate annually in training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the Treasurer, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned 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 in the field related to the title of the position.
- Prior experience in investment management, banking, macroeconomics, public finance, government, mathematics, financial/investment performance modeling, investor reporting, investment valuations and/or financial statement analysis.
- Experience in cash and debt management with in depth knowledge of cash and investment management.
- Extensive experience in preparing cash forecasts and cash flow analyses.
- Attention to detail and accuracy.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in Business Administration (MBA), Finance, Economics, Business or related field.
- General knowledge of GAAP and SEC reporting requirements for investments and other financial instruments.
- Advanced spreadsheet and modeling skills, including technical knowledge of database management systems and treasury software.
- Experience in research, evaluation and writing reports that present technical data to non-technical audiences.
- Bilingual skills.

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.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted:

DRAFT