

<b>Job Class Code: 1630</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform investment portfolio analysis and management. The class is responsible for the City's investment portfolio and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Evaluates suitability of investments and compliance with City's established investment policy.
- Initiates daily investment transactions and transfers of funds; prepares journal entries, and records investment transactions.
- Verifies receipt of collateral and confirmations of security transactions; manages cash forecasting system determining cash flow projections; initiates electronic transfer of funds between the City and other financial institutions.
- Classifies investments in accordance with GASB for financial statement; analyzes fees for third-party safekeeping of investments and evaluates available options.
- Serves as liaison between the Treasurer's Office and banks, evaluating bank services for suitability and cost savings, preparing bids, and monitoring adherence to contractual agreements.
- Confers with bank officers to negotiate banking services and the City Attorney's Office regarding bank service agreements.
- Supervises monthly reconciliation of the City's main operating account, including daily cash receipts, cash concentration disbursements, fund transfers, purchases and maturity of investments, and electronic fund transfers and wire transactions.
- Analyzes and reconciles various accounts, including building lease funds, state reimbursement funds, and bank service fees.
- Assists the Treasurer in developing and implementing new projects and procedures to improve efficiency of office operations.
- Maintains schedules of investments, draw-downs, and debit retirements, including bond proceeds and School Literary Loans.
- Prepares detailed investment reports for the Investment Committee.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information, and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Counsels or instructs/trains others through explanation, demonstration and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and/or finance and economics using financial and econometric models.
<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely complex papers and reports; speaks to high level political, economic, legal, or other professional groups.
<b>Mental Requirements</b>	Performs professional level work requiring the application of financial, accounting, legal, or managerial methods in the solution of technical, financial, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in public finance, accounting, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/23/2020