

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Treasury Investment Officer 1

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### Definition

Performs basic financial and accounting work in one or more of the following areas: security lending, state bonding authority programs, banking and debt management, cash management, internal auditing, and investment accounting; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Responds to brokers interested in borrowing a security; determines if the security is available, negotiates a commission at market rates; secures collateral covering the value of the borrowed security; arranges for exchange of securities vs. cash; monitors exchanges and acts quickly to resolve problems which may occur.

Values the collateral daily and requests additional collateral if the value of securities does not properly collateralize the loan.

Calculates and collects commissions from borrowers; keeps accurate records for lending program.

Prepares requests for proposals in the bonding program for underwriters, bond counsel and trustees, and advises in the selection of outside financial services for the issuance of debt.

Designs spreadsheets for use in cost analysis; researches and reviews federal tax law; coordinates activities necessary for Iowa Code changes which would allow for alternative financing structures.

Explores banking service alternatives and assists in their implementation; keeps track of various state bank accounts and acts as a liaison between the Treasurer's Office and the banks.

Assists deputy in monitoring the cash flow needs of the State and in investing cash flow on hand in compliance with office investment policy and the Iowa Code.

Performs operating level accounting and auditing work involving the management and maintenance of diversified accounts and records; assists deputy by suggesting changes to controls that may be necessary.

### Competencies Required

Knowledge:

- Business and Management – Principles and facts related to business administration and accounting, human and material resource management in organizations, sales and marketing, economics, and office information and organizing systems.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Abilities:

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Mathematics – Using mathematics to solve problems.
- Negotiation – Bringing others together and trying to reconcile differences.

## Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Four years of full-time work in accounting or finance.
- 2) Graduation from an accredited four-year college or university with a degree in accounting, business administration, or finance.

- 3) A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in accounting, business administration, or finance equals one year of full-time experience.

*Effective date: 04/26 KMJ*