

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**TREASURY INVESTMENT OFFICER 1**

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**DEFINITION**

Performs 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 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 of types of government securities, i.e., stocks, government bills/notes/bonds, corporate bonds, money market instruments.

Knowledge of investment accounting principals, i.e., amortization, accretion, income calculation.

Knowledge of investment industry trading practices.

Knowledge of investment practices and procedures.

Ability to keep accurate and organized financial records.

Ability to give and receive information accurately over the telephone.

Ability to communicate in writing, i.e., to design an RFP which provides an accurate description of bonding services required.

Ability to work in situations where time deadlines are short.

Ability to work with personal computers, i.e., spreadsheets, charts.

Ability to interact with banking and investment professionals to establish and maintain cooperative relationships.

Ability to arrange for the delivery or receipt of securities or cash.

Ability to identify and resolve problems which could arise.

Ability to reconcile bank records and office records.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with major course work in accounting, business administration or finance;

OR

substitution of one year of professional work experience in accounting or finance for each year of the required education.

#### **NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Office of the State Treasurer.

Effective Date: 8/05 DF