

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

Treasury Investment Officer 2

Definition

Performs financial and accounting analysis work; supports one or more of the following program areas: security lending, state bonding authority, 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Provides technical services and investment information to assist the deputy treasurer in preparing long and short-term investment plans through advice regarding types and maturities of securities best suited to the investment needs of various state funds and agencies.

Acts aggressively to find borrowers for securities; invests cash that is placed with treasurer as collateral.

Provides functional assistance to staff in procedures for deposit, investment and related accounting work to assure accurate and timely investment purchases, sales and investments; calculates interest on bonds, notes and loans.

Prepares or reviews reports on lending to reflect current status of funds and investments; compiles data from daily records and transactions.

Engages in contract work with the brokers/bank; checks Treasury Investment Officer 1's work for compliance with broker/bank contracts.

Handles extraordinary claims against brokers/bank.

Researches and analyzes market trends, investigates new investment instruments, and develops economic forecasting.

Prepares performance analysis of state funds; serves as liaison to custodial bank.

Prepare request for proposal (RFP) for banking services and various state bank accounts; reviews and analyzes responses to RFP, making recommendations to the deputy.

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) Six 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, and experience equal to two years of full-time work in accounting or finance.
- 3) Graduation from an accredited college or university with a master's degree in accounting, business administration, or finance.
- 4) A total of six 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.
- 5) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Treasury Investment Officer 1 or similar equivalent position.

Effective date: 04/26 KMJ