

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

TREASURY INVESTMENT OFFICER 2

DEFINITION

Performs financial and accounting analysis work; conducts 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 are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance 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 of all types of investment securities, i.e., stocks, government bills/notes/bonds, corporate bonds, money market instruments.

Knowledge of investment practices and procedures.

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

Knowledge of treasurer's investment policy and of the treasurer's custodial relationships.

Knowledge of trends in securities market and of the financial structure of the State of Iowa.

Knowledge of the Code of Iowa with respect to investment, pledging, and bonding requirements.

Knowledge of the treasurer's accounting practices.

Ability to adhere to the treasurer's investment policy.

Ability to negotiate rates with brokers.

Ability to analyze financial security market data and make recommendations to management with regard to this information.

Ability to design a request for proposal (RFP) which accurately describes the services required.

Ability to analyze responses to RFPs and make recommendations to management with regard to this information.

Ability to understand and work within contracts made with banks and brokers.

Ability to perform economic and cash forecasting.

Ability to research and understand the federal tax law with respect to debt management.

Ability to work with personal computers to complete spreadsheets and reports.

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 four-year college or university with major course work in accounting, business administration or finance and two years of accounting or finance experience;

OR

a Master's degree in accounting, business administration, or finance will be considered qualifying;

OR

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

OR

permanent, state employees may qualify with one year less of the required experience.

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