



INVESTMENT AND BANKING OFFICER JOB DESCRIPTION

Job Title: **Investment and Banking Officer**

Job Code: **TR200**

Pay Grade: **130**

Effective Date: **December 2021**

FLSA: **Exempt**

Revision Date: **December 2021**

NATURE OF WORK

Under long-range administrative direction and limited supervision, serves as the Investment and Banking Officer of the Lewis County Treasurer. Plans, directs and oversees investment activity and cash management for the Treasurer's investment operations.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares and presents revenue reports, investment reports, analysis and projections for the Board of County Commissioners and the County's Finance Committee in open public session.
- Manages a local government investment pool on behalf of the County, schools and special purpose districts.
- Prepares financial, and/or credit analysis of all public fund money market and fixed income instruments.
- Analyzes and interprets information necessary for the prudent investment of government funds.
- Evaluates specific money market conditions through direct contact with numerous brokers/dealers and financial institutions. Develops an exact investment strategy and negotiates with firms for the purchase, sale, or exchange of a security at the highest possible yield consistent with safety and liquidity.
- Ensures proper liquidity to meet all County and district cash demands.
- Develops and reports performance measurements of investment results.
- Interprets, applies, and complies with Washington Statute and County investment policy and procedures on the investment of public funds.
- Prepares, negotiates, and implements contracts for services for the main banking contract and safekeeping contract.
- Drafts, reviews and evaluates requests for bids, proposals, or qualifications and monitors contract compliance.
- Oversees all banking activities to include supply ordering, wire/ACH requests, customer deposit process, NSF handling, opening/closing accounts, troubleshooting bank issues and monitoring bank analysis (fee); implements process improvements in cash and banking to reduce costs.
- Serves as the systems administrator for on-line banking software including security assignments for all users.

- Researches customer service requests or complaints, and personally provides customer service for unusual, complex or difficult situations related to cash and banking issues or questions.
- Represents the Treasurer's Office to other County departments, elected officials, districts and outside agencies including but not limited to the State Auditor's Office, banks, brokers/dealers, bond rating agencies, professional organizations, and community groups.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of investments, cash management and public finance.
- Monitors cash flow management and makes recommendations consistent with economic trends and in accordance with County policy.
- Performs other duties as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

DISTINGUISHING CHARACTERISTICS:

The position of Investment and Banking Officer is distinguished by a high level of technical knowledge in the areas of finance, investments, accounting and automated systems.

EMPLOYMENT STANDARDS:

Bachelor's Degree in finance, business administration or other closely related field. Graduate level course work in accounting or systems and/or possession of a certificate as a Certified Public Accountant or Chartered Financial Analyst in the State of Washington may be required.

Five (5) years of progressively responsible experience in governmental finance, preferably in investment portfolio management, accounting, and/or auditing.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures
- Treasurer operations, policies, and procedures
- Regulations governing activities conducted by the Treasurer's Office
- Governmental finance and investment principles
- Generally Accepted Accounting Principles (GAAP)
- Processes for preparing and administering budgets
- Spreadsheets and standard computer software applications
- Treasurer's Office records, reports, and documentation

- Automated financial and ERP systems and software
- Supervisory principles, practices, and methods

Skills in:

- Ability to analyze and interpret information for the prudent investment of public funds
- Knowledge of the Federal Reserve and Banking System.
- Advance principles and practices of governmental accounting and budgeting, auditing and finance.
- Investment and financial terminology and application.
- Receipt and disbursement practices of institutional investors.
- Practices and methods of short-term and long-term investment decision making.
- Communicate effectively both orally and in writing.
- Interpret complex financial data and develop analytical reports
- Prioritize work, organize tasks, set and meet deadlines as well as manage numerous projects simultaneously.
- Supervising the County's investment, cash flow, debt, banking and regulatory reporting functions.
- Preparing, presenting, and maintaining a variety of financial reports.
- Interpreting and applying a variety of regulations, statutes, agency rules, and policies.
- Utilizing spreadsheets and demonstrating advanced word processing skills.
- Establishing and maintaining effective working relationships with staff, County officials and departments, districts, outside agencies, vendors, and taxpayers.
- Supervising, leading, and delegating tasks and authority.