

INVESTMENT ANALYST - 160

DEFINITION OF WORK

Under general supervision, performs difficult professional work in planning, organizing and directing the cash management activities of the City; does related work as required.

EXAMPLES OF WORK

Assists the City Treasurer in planning, organizing and directing the activities of the City's cash management programs; administers the investment programs; directs the processing of cash receipts and disbursements; maintains banking relationships for the investment of City funds and cash disbursements; assists in the preparation of financial statements and reports and the audit by independent external auditors; supervises the custody and microfilming of city, legal, contractual and accounting documents; participates in the development and implementation of financial systems; oversees the financial administration of debt service; establishes and maintains systems for internal controls of city cash receipts and disbursements; supervises the preparation of other reports of the fiscal condition of the City; directs activities relating to pension system; assists in the financial planning and maintenance of adequate cash flows and maximizes investment income; makes and prepares cash flow projections.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, public administration or related field and extensive experience in public finance administration and administrative management.

Knowledge, Skills and Abilities: Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to plan, organize, direct and evaluate the work of employees in the specialized field of accounting; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to formulate long-range fiscal planning.

