

CASH AND INVESTMENTS SPECIALIST**MAJOR FUNCTION:**

Responsible for recording all investment activity, including but not limited to, investment purchases, sales, distributions, money market fund purchases and redemptions, and wire transfers between investment accounts and financial institutions on subsidiary, and general ledgers. Works under the general direction of the Manager, Cash and Investments.

DUTIES AND RESPONSIBILITIES:

- Records investment transactions on both subsidiary, and general ledgers
- Monitors investment transactions, including but not limited to, interest paid, returns of principal, purchases, and sales, for accuracy and execution. Works with District custodian to ensure all transactions are completed accurately and promptly
- Maintains District database of investments
- Enters investment transactions and monitors all activity in District investment records to ensure accuracy
- Works with Staff Accountant to facilitate accurate and timely reconciliation of District investment activity
- In the absence of the Manager, Cash and Investments, performs critical functions, including but not limited to, initiating and recording funding (sale of investments when appropriate) of payroll and accounts payable disbursements as requested by payroll and accounting personnel
- Assists with preparation of investment reports for Investment Oversight Committee, Board, and auditors
- Maintains Approved Broker List and all accompanying documentation
- Performs other related duties, as required

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Business Administration, Finance, Accounting or related field; plus two (2) years experience with institutional investing OR Bachelor's degree from an accredited college or university plus four (4) years experience with institutional investing,

PREFERRED:

Institutional investing with a government entity. Related SEC license, experience investment tracking software, preferably Emphasis SymPro© and experience with Visual Basic for Applications©.

ISSUED: 3/2010 RAS; BOARD APPROVED: 4/20/2010; REVISED TITLE, D&R, MQS and PREFERRED, 8/2010 RAS; BOARD APPROVED: 9/14/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				