



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 347.1

Job Title: **TREASURY ANALYST**

Pay Grade: 21

GENERAL SUMMARY:

Assists in the analysis and development of funding and investment strategies for the Investment or Debt Management Section of the Treasury division in the Controller's Office.

RESPONSIBILITIES:

- Monitors debt service schedules, calculates interest payments, communicates with departments on appropriate payment sources, and prepares payment vouchers for the City's debt instruments.
- Performs banking functions, which include wire transfers, positive pay functions, commercial paper wire payments, etc., and ensures compliance with established procedures.
- Assists in renewing banking contracts, evaluating bank fees and preparing banking protocols.
- Prepares the City's tax-exempt governmental obligations (tax returns) and tracks each roll out trade.
- Prepares investment or debt management monthly/quarterly/annual reports as related to the functional areas.
- Acts as the City's Security Administrator for the on-line banking system. Sets up repetitive codes for wire functions and provides assistance to other users.
- Prepares journal entries of investment activities in the City's accounting system.
- Administers all trading in Pool 974.
- Enters trade information and maintains money market balances and data in sungard.
- Performs other duties and special projects as requested.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Accounting, Finance or a closely related field.

EXPERIENCE:

Three years of progressive professional experience closely related to the activities of the division are required.

A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Treasury Analyst
Senior Treasury Analyst
Treasury Manager

Effective: June 2006