



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 347.2

Job Title: **SENIOR TREASURY ANALYST**

Pay Grade: 26

### **GENERAL SUMMARY:**

Performs analyses and assists in the development of funding and investment strategies for the City's Investment or Debt Management Sections in the Treasury Division of the Controller's Office.

### **RESPONSIBILITIES:**

#### **Investment:**

- Manages daily cash balances and funding for the City's operating needs. Determines appropriate daily overnight and short-term investments.
- Provides assistance and serves as liaison to city departments regarding disposition of invested funds.
- Reviews and monitors daily bank activities and balances to determine cash position in the investment portfolio. Forecasts estimated check clearings, deposits, floats, ACH activities and other variables in order to set guidelines for daily cash position.
- Prepares investment documentation and journal entries that properly reflect the City's accounting system. Maintains money market balances and data in Sungard. Monitors and maintains investment sector limitations and portfolio performance.
- Evaluates and recommends commercial paper issuers according to policy requirements. Ensures due diligence of issuers.
- Performs other duties and special projects as requested.

#### **Debt Management:**

- Manages new/refunding bond issuance activities and ensures compliance with IRS regulations.
- Monitors debt service fund activity and establishes new funds including bona fide debt service, cost of issuance, and residual funds.
- Prepares debt service accounting entries and submits budget adjustments required for debt service payments and associated fees and monitors cost of issuance funds.
- Manages the Combined Utility System (CUS) Commercial Paper Program and interacts with dealers to identify the most cost effective/efficient strategy. Reviews agenda items that impact short-term cash requirements of the CUS and evaluates the total costs of the commercial paper program.
- Prepares debt service schedules, including working trial balance, debt service balance sheet, income statement, premium/discount amortization, accrued interest and related data for Comprehensive Annual Financial Report (CAFR).
- 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:**

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

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

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, and-procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work lead to significant costs and problems, and may have minor impact on the short-term of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **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 visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

### **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*