



## TREASURY ANALYST

FC: FC275  
PB: D  
FLSA: Exempt

PC: 880  
BU: 31 (AFSCME)  
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs a variety of professional duties in support of the Treasury Division operations and activities; analyzes financial transactions including investments, revenue collection, and budgeting; provides highly responsible analytical support to the Assistant Treasurer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class is responsible for evaluating the District's daily cash flow and cash requirements and recommending investments of available cash to maximize liquidity and returns. This class is distinguished from the Assistant Treasurer in that the latter has overall responsibility for the Treasury Division.

### REPORTS TO

Assistant Controller or his/her designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Performs a variety of analytical duties in support of the Treasury Division; evaluates cash position and makes recommendations on investments; analyzes cash flow to determine cash position; prepares District cash position reports.
2. Provides assistance to staff utilizing Cash Management System; makes recommendations on system operations.
3. Coordinates collection of sales and property tax revenue for debt service payments; computes property tax rate to be assessed in different geographic areas.

## Treasury Analyst

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4. Maintains and balances credit/debit card transactions; reconciles all credit/debit card settlement activity; researches and resolves all variances, charge back activity, and customer inquiries.
5. Reconciles daily MTC Translink transactions to Clearinghouse settlement records; monitors daily settlement payments; researches and resolves all variances; prepares various monthly statistical reports on cards usage.
6. Prepares monthly report of Group Sales together with related journal entry for General Accounting; reconciles credit/debit activity to bank account statement; monitors aging of accounts receivable.
7. Prepares, processes, and maintains purchase requisitions for the Treasury Division; submits for approval.
8. Prepares and maintains various budgetary reports for specific departments; investigates discrepancies between budget and actual expenditures.
9. Prepares check requests and related payment authorization forms; facilitates payments to vendors and other contractors; coordinates with management for approval signatures.
10. Prepares and logs position control forms; coordinates with Operating Budgets and Human Resources for approval signatures.
11. Performs bond issuance and controls administrative activities; prepares documentation for bond issuance; disburses unredeemed bonds/coupons to bondholders.
12. Facilitates control and security of all keys for automatic fare collection equipment; establishes, generates, and issues automatic fare collection security access cards.
13. Establishes and maintains automatic fare collection personal identification number database; assigns access levels to service commands; adds new users to database; issues user personal identification number and access card.
14. Reconciling fixed assets reports and submits information to general accounting on a yearly basis; verifies fixed asset's existence and functionality.
15. Enters and maintains a variety of including payroll, financial transactions, and related files.
16. Represents department at meetings pertaining to treasury functions and at other meetings as directed by Assistant Treasurer.

17. Participates in the preparation of the Treasury budget; participates in the control of Treasury Department expenditures and budget.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of financial accounting.
- Principles and practices of banking, bond financing, and investment strategy.
- Methods and techniques of analyzing and projecting cash flow requirements.
- Principles and practices of financial record keeping and reporting.
- Principles and practices of credit/debt program analysis and card administration.
- Current office procedures, methods and equipment including computers.
- Rules and regulations of financial institutions as they relate to credit/debit card transactions.
- Operational characteristics of automatic fare collection systems.
- Operational characteristics of computerized finance database and cash management system.
- Related Federal, State, and local laws, codes, and regulations.

### **Skill in:**

- Performing cash flow analysis.
- Analyzing economic data and financial market conditions.
- Preparing, analyzing, evaluating and interpreting financial statements and investment reports.
- Performing accounting, financial reporting, and mathematical calculations.
- Ensuring compliance with applicable bond and investment laws.
- Using computer software in the analysis of financial transactions.
- Operating computerized database and cash management systems.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Analyzing daily cash collection.
- Preparing clear and concise administrative and investment reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in accounting, finance or a closely related field from an accredited college or university.

**Experience:**

Two (2) years of (full-time equivalent) verifiable professional financial analysis or accounting experience.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**EEOC Code: 02**

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