

# Water Authority Position Description

## TREASURER

Status	Position Code	Level	Date
APPROVED	TREA	P28	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

UNDER DIRECTION, PLANS, DIRECTS AND MANAGES THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S TREASURY PROGRAMS AND ACTIVITIES INCLUDING MANAGEMENT OF THE WATER AUTHORITY'S INVESTMENT AND CASH MANAGEMENT PROGRAM AND DEBT ADMINISTRATION.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN FINANCE, ACCOUNTING, PUBLIC OR BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS EXPERIENCE PUBLIC FINANCING, INVESTMENTS, CASH MANAGEMENT, BANKING OR FINANCIAL ANALYSIS, TO INCLUDE FIVE (5) YEARS DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM CHIEF FINANCIAL OFFICER.  
LEAD SUPERVISORY, TECHNICAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ASSUME FULL MANAGEMENT RESPONSIBILITY FOR ALL TREASURY PROGRAMS AND ACTIVITIES INCLUDING CUSTODY OF ALL MONEY, INVESTMENTS AND SECURITIES; RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES, AND PRIORITIES FOR ASSIGNED PROGRAM.
2. PLAN, DIRECT AND COORDINATE, THROUGH VARIOUS DEPARTMENT STAFFS AND EXTERNAL PROVIDERS, PROJECTS ASSOCIATED WITH THE TREASURY FUNCTION TO REVIEW AND EVALUATE WORK METHODS AND PROCEDURES; IDENTIFY OPPORTUNITIES FOR IMPROVEMENT; DIRECT AND IMPLEMENT CHANGES.
3. PROPOSE, EXECUTE, EVALUATE AND MONITOR THE AUTHORITY'S INVESTMENT AND MANAGEMENT OF PUBLIC MONIES, AND RELATED POLICIES AND PROCEDURES, IN CONCERT WITH THE INVESTMENT ADVISOR. CONDUCT SHORT AND LONG-TERM CASH FLOW ANALYSIS.
4. OVERSEES BANKING AND E-COMMERCE RELATIONSHIPS ENSURING THAT THE AUTHORITY IS IN COMPLIANCE WITH NACHA AND FEDERAL RESERVE BANK REGULATIONS AND HAS THE LATEST CASH MANAGEMENT AND FEDI TECHNOLOGIES AND CAPABILITIES.
6. SUPERVISE THE STRUCTURING AND SALE OF AUTHORITY NOTES AND BONDS; NEGOTIATE AGENCY AND CREDIT SUPPORT AGREEMENTS WITH BANKS AND BOND INSURANCE COMPANIES; NEGOTIATE BOND SALES WITH UNDERWRITERS; COORDINATE WITH RATING AGENCIES.
7. MONITOR, DEVELOP, AND IMPLEMENT MEASURES TO ENSURE COMPLIANCE WITH VARIOUS LEGISLATIVE, ACCOUNTING, AND FINANCIAL REPORTING REQUIREMENTS INCLUDING STATUTES PERTAINING TO THE INVESTMENT OF PUBLIC FUNDS, GOVERNMENTAL ACCOUNTING STANDARDS BOARD PRONOUNCEMENTS, TAX REFORM ACT OF 1986, SECURITIES AND EXCHANGE COMMISSION RULES, AND BANKING REGULATIONS.
8. MANAGE THE MAINTENANCE, MODIFICATION, OPERATION, AND IMPLEMENTATION OF ASSIGNED MODULE(S) ON THE SUNGARD ERP SYSTEM; IDENTIFY AND RESOLVE ONGOING FUNCTIONAL AND TECHNICAL ISSUES; COORDINATE AND TEST SYSTEM MODIFICATIONS; RECOMMEND OPERATIONAL AND PROCEDURAL CHANGES TO THE SYSTEM AS NECESSARY.
9. ASSIST IN THE PREPARATION OF THE AUTHORITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT INCLUDING YEAR-END PROCESSING; PREPARE AND ADMINISTER THE AUTHORITY'S ANNUAL STATEMENT OF INVESTMENT POLICY.

#### **SUPPLEMENTAL FUNCTIONS**

1. STAY ABREAST OF LEGISLATIVE AND REGULATORY ACTIONS PERTAINING TO CASH MANAGEMENT AND DEBT ADMINISTRATION.
2. PERFORM OTHER DUTIES ASSIGNED.

#### **PREFERRED KNOWLEDGE**

THEORY, PRINCIPLES, PRACTICES, AND POLICIES OF A TREASURY PROGRAM  
ADVANCED PRINCIPLES AND PRACTICES OF FINANCIAL AND GOVERNMENTAL ACCOUNTING  
PRINCIPLES AND PRACTICES OF BANKING, BOND FINANCING AND INVESTMENT  
STRATEGY  
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING  
METHODS AND TECHNIQUES OF CONTRACT ADMINISTRATION  
PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION  
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM PROCESSING REQUIREMENTS AND  
SOFTWARE CONFIGURATIONS  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
OFFICE PROCEDURES, METHODS, AND EQUIPMENT INCLUDING COMPUTERS AND  
APPLICABLE SOFTWARE APPLICATIONS SUCH AS WORD PROCESSING, SPREADSHEETS,  
DATABASES, AND OTHER SPECIALIZED APPLICATIONS RELATED TO AREA OF  
ASSIGNMENT

### **PREFERRED SKILL/ABILITY**

MANAGE THE AUTHORITY'S INVESTMENT PROGRAM AND DEBT  
PERFORM RESPONSIBLE AND COMPLEX TREASURY MANAGEMENT ACTIVITIES  
PERFORM CASH FLOW ANALYSIS  
ANALYZE ECONOMIC DATA AND FINANCIAL MARKET CONDITIONS AND RECOMMEND AND  
ADMINISTER INVESTMENT STRATEGY  
ANALYZE PROBLEMS/ISSUES AND RECOMMEND ALTERNATIVE SOLUTIONS  
PREPARE, ANALYZE, EVALUATE AND INTERPRET FINANCIAL STATEMENTS AND  
INVESTMENT REPORTS  
PERFORM COMPLEX ACCOUNTING AND FINANCIAL REPORTING  
PERFORM RESEARCH AND ANALYSIS  
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD  
PROCESSING, SPREADSHEET, DATABASE, AND OTHER SPECIALIZED APPLICATIONS  
RELATED TO AREA OF ASSIGNMENT  
ADAPT TO CHANGING TECHNOLOGIES AND LEARN FUNCTIONALITY OF NEW EQUIPMENT  
AND SYSTEMS  
PERFORM INFORMATION SERVICES SYSTEM TROUBLESHOOTING AS REQUIRED  
ADMINISTER AND DIRECT VARIOUS CONSULTANT SERVICE CONTRACTS  
ENSURE COMPLIANCE WITH APPLICABLE BOND AND INVESTMENT LAWS  
PREPARE CLEAR AND CONCISE ADMINISTRATIVE, INVESTMENT, AND FINANCIAL  
REPORTS  
SUPERVISE, DIRECT, AND COORDINATE THE WORK OF LOWER LEVEL STAFF

FACILITATE COMMUNICATION AND PROJECT COORDINATION AMONG MULTIPLE INTERNAL  
AND EXTERNAL STAKEHOLDERS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING, OR WALKING FOR PROLONGED PERIODS.