



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Cash and Debt Coordinator

JOB NO: PM055212

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be constructed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To manage, direct and coordinate the activities of cash and debt management including investment portfolio management, cash forecasting, financial institution relations, coordinating and developing financial reports required for issuance and continuing disclosure of debt instruments; coordinate cash and debt management activities with other departments, divisions and outside agencies; research and verify local, state and federal statutes for City compliance including possible changes in policy and procedure; and provide highly responsible and complex administrative support to the Finance Director.

SUPERVISION

General supervision is provided by the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, direct, monitor and evaluate the investment program of the City in accordance with the City's Investment Policy including cash forecasting, and account supervision and analysis; determine necessary funding requirements; invest authorized cash surplus; allocate and distribute interest revenue from securities including securities owned on a pro-rata cash basis per fund.
3. Review and verify quotes on investment opportunities including securing quotes, selection/execution of bids and authorization of funding transfers; manage and maintain the City's investment portfolio.
4. Prepare, review and verify a variety of documents and forms for cash and debt management including requests for proposals and monthly, quarterly and annual reports; prepare or review and verify all accounting entries for investment activities and debt issuance; prepare correcting or adjusting entries as necessary.
5. Participate in the preparation of difficult and complex financial and administrative reports including investment reports required by state law; analyze financial reports and records to determine trends or irregularities.
6. Maintain and review the City's debt schedules and debt payments; coordinate the development of financial reports required for the issuance of debt instruments; and monitor new and outstanding debt for compliance with securities disclosure laws.
7. Coordinate financial institution relations including bank accounts, collateralization, safekeeping, and wire agreements. Prepare and review the financial institution depository contract including request for proposal, analysis of bids and selection recommendations.
8. Develop and prepare expenditure schedules and supporting documentation for bond sales subject to arbitrage rebate calculations; coordinate arbitrage rebate calculation with outside consultants and submit to Internal Revenue Service when required.

- 9.. Assist in development and implementation of financial and accounting systems and procedures including cash, investment, debt management and other systems; recommend changes to financial and accounting system policies when appropriate.
10. Coordinate and evaluate the debt record keeping program of the City; authorize bonded debt and/or lease payments; maintain and review bond files; provide assistance to the public including National Recognized Municipal Securities Information Repository System, bondholders, financial advisors, and bond rating agencies.
11. Coordinate the records retention program for investment activities, bonded debt and supporting documentation for arbitrage rebate calculations.
12. Review and verify investment activities to insure compliance with state and local laws, codes and regulations.
13. Manage the development and implementation of computer applications which enable investment tracking and management, arbitrage rebate compliance, and other investment/debt management requirements.
14. Schedule or review cash payments to insure conformity to vendor due dates.
15. Prepare debt and investment footnote disclosures, audit confirmations and client prepared schedules needed in preparation of the City's annual financial report and independent audit.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Finance Director and other staff in the completion of their duties and responsibilities; provide training and direction to others as needed.
2. Analyze and review a variety of data including return on investment, investment security and liquidity and debt ratios; recommend policy and procedure changes as appropriate.
3. Assist in coordination of the annual independent audit including client prepared schedules for investments and debt.
4. Attend and participate in seminars; stay abreast of new trends and developments in the field of investments and debt management; research new investment opportunities.
5. Research and verify legislation and its impact and effect on the City; prepare related correspondence and recommendations.
6. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in accounting, finance or other related field.

EXPERIENCE

Four years of increasingly responsible experience in financial and accounting administration including a minimum of two years of treasury investment management.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of :

Principals and standard practices of cash management

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to investments, debt issuance and governmental accounting.

Accounting theory, principles and practices and their application to a wide variety of accounting transactions and problems in a municipal government.

Principles and practices of complex financial record keeping and reporting.

Advanced principles and practices of mathematics, current social, political and economic trends and operating problems regarding governmental accounting and investments.

.Principles and practices of supervision, training and personnel management.

Skill in:

Planning for the City's investments.

Analyzing and interpreting complex financial and statistical data.

Assembling and preparing data for reports.

Operating various types of office equipment including computers and adding machines.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Prepare accurate and complete financial reports.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Examine and verify financial documents and reports.

Organize work for timely completion.

Communicate clearly and concisely, both orally and in writing.

Research and analyze a variety of information.

Pass a medical physical examination.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Bending, stooping, twisting and reaching above the shoulder*
- *Occasionally lift and carry objects weighing up to 34 lbs*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: September 1996

REVISION DATE: December 2007