

Position Title:	Cash and Investments Manager
Payroll/Personnel Type:	12 Month
Job #:	8791
Reports to:	Chief Financial Officer
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Manages and monitors daily cash management transactions, reports cash operation activities and executes borrowing/investment transactions. Ensures liquidity and prepares cash flow projections. Additional responsibilities include assisting in the development of bank relationships, determination of short-term cash to be invested, and anticipation of short-term borrowing needs.

Essential Functions:

- Performs daily corporate cash management and forecasting activities
- Monitors and manages company's daily cash position
- Handles daily liquidity management
- Determines daily cash balances available for investment
- Manages, maintains and administers bank relationships and reports ¬bank information or scorecards
- Recommends and implements improvements to current cash management processes
- Perform transactions and resolve errors
- Anticipates short-term borrowing needs and communicates them to proper personnel
- Conducts borrowing and investing activities
- Manages working capital
- Gathers, interprets, and prepares cash flow projections
- Ensures adequate liquidity
- Executes funds movement and investment transactions
- Appropriately invests excess cash balances and administers short-terms investments
- Implements cash management systems and trains staff on those systems
- Coordinates collateral programs and risk management controls
- Posts and files cash receipts
- Tracks and resolves pay exceptions
- Acts as an expert advisor on banking issues for the district
- Ensures compliance with all rules governing cash transactions and banking
- Interfaces with accounting for bank general ledger upload, journal entry differences and general troubleshooting
- Performs Special Assignments as directed by the Chief Financial Officer

Knowledge, Skills, and Abilities:

- Solid understanding of financial analysis and statistics
- Knowledge of MS Office including Excel and Word
- Knowledge of appropriate accounting and financial software programs
- Knowledge of receivables and cash processes
- Knowledge of cash management, forecasting, and internal controls



• Organization, troubleshooting, verbal and written communication skills

Experience:

• Minimum 4-6 years of relevant experience in Finance and familiarity with Treasury Operations

Education:

- Bachelor's degree in Finance or related field (required)
- Master of Business Administration (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.

