



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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



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