

INVESTMENT OFFICER

PURPOSE AND NATURE OF WORK

Purpose of the work is to invest idle monies from all Consolidated Government accounts. Position is responsible for maintaining adequate bank balances and investing surplus cash, administering and managing the Consolidated Government's investment portfolio in accordance with policy and law; performing bond administration duties; coordinating assigned activities with other divisions, departments, and outside agencies; and preparing and maintaining a variety of investment, bank, and bond records and reports. Work is performed with considerable latitude under the general direction of the Financial Operations Supervisor and includes no supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes cash balances and cash-flow projections taken from past records, pay-out schedules, accounts payable listings, maturity schedules, etc. Discusses cash-flow projections with City-Parish officials to stay posted on unusual or abnormal situations requiring additional cash balances. Performs a full range of banking duties including verifying bank totals and transferring money to or from City-Parish bank accounts. Determines and selects types, amounts, and terms for investments. Ensures that investments are properly collateralized. Inputs and reconciles all investment transactions in the City-Parish's investment software program. Participates in the development and maintenance of City-Parish investment policies and guidelines. Monitors statutes pertaining to the investment of public funds and develops measures to ensure compliance with changes. Prepares monthly journal vouchers, audit schedules, and other necessary reports.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the regulations and guidelines governing investing by government agencies.

Knowledge of various types of investments available and related maturity and interest schedules.

Knowledge of the conditions surrounding various investment options such as safety of principal, liquidity, and legality.

Knowledge of spending trends and projected spending of all fund accounts.

Knowledge of policies and procedures used in making investments.

Ability to analyze and interpret cash balances, cash-flow projections, and various pay-out and maturity schedules.

Ability to maximize interest income through careful selection of type, amount, and term investments.

Ability to prepare accurate and concise reports and maintain accounting ledgers.

Ability to establish and maintain effective working relationships with public officials, employees, and other persons contracted in the performance of duties.

Ability to make quick, accurate decisions and meet deadlines in carrying out duties.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in finance, accounting, or a related field; some experience in the investment of governmental funds preferred; or any equivalent combination of training and experience.