



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY TREASURER

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: VA07
---	--	---

JOB SUMMARY

This is the advanced journey position performing Deputy Treasurer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Creates and maintains spreadsheets for calculating debt service payments, swap payments and receipts.
2. Prepares documentation supporting debt service payments, swap payments and receipts.
3. Verifies and coordinates payments and receipts with paying agents, escrow agents, the Depository Trust Company, swap counterparties, Accounting, Accounts Payable, and outside financial institutions.
4. Identifies and resolves issues related to inaccurate payments and receipts related to debt and swaps.
5. Assists with the management of the investment portfolio, including overnight investment of funds.

6. Utilizes Bloomberg or equivalent system to monitor credit ratings for portfolio investments and performs other research as necessary.
7. Initiates and approves electronic wire or automated clearing house transactions as necessary.
8. Assists with the coordination of daily Treasury operations.
9. Prepares the Treasurer's Monthly report that is presented to the appropriate Board Committee.
10. Assists Accounting staff in understanding the closing processes associated with the issuance of new and refunding debt.
11. Maintains Metropolitan's outstanding and escrowed debt spreadsheets and reconciles outstanding debt spreadsheets to the general ledger.
12. Reviews and revises operational procedures on the daily cash work and investment transaction processes as needed.
13. Reviews and approves liquidity, remarketing, external portfolio managers' invoices.
14. Performs duties of Accounting Technician II's in the Treasury area as needed.
15. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
16. Performs other related Deputy Treasurer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field, and six years of relevant experience; or a Master's degree from an accredited college or university in a related field, and four years of relevant experience.

Required Knowledge of: Financial and business law related to investment, treasury and banking operations, debt and swaps, financial markets, algebraic and financial mathematics; project management; and current office technology and equipment.

Required Skills and Abilities to: Use financial software (Bloomberg or equivalent, investment debt and swap management, and commercial banking software); interpret debt, swap and investment related documents and utilize information as appropriate; perform complex financial calculations; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

Job Title: Deputy Treasurer

Job Code: VA07

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- Bonding Certificate

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.