



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TREASURY ADMINISTRATOR

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 39 Job #: VA15
---	--	---

JOB SUMMARY

This is the journey level position performing Treasury Administrator job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. Performs highly technical assignments, which requires extensive knowledge specializing in investment and treasury operations with daily critical deadlines.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review 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

Operations

1. Inputs transactions into the treasury investment management system, updates monthly market values, balances input and coordinates generation and distribution of daily and monthly accounting and investment reports.
2. Initiates or releases wire transfers in the bank's electronic transfer system; reviews and verifies documentation, and maintains wire book containing source documentation.
3. Prepares and processes checks outstanding worksheet, daily deposit and collection reports, accounts payable checks, and payroll disbursements. Processes manual checks and maintains manual check register.
4. Reviews bank reports to verify that monthly water sales payments are received, identifies new money deposits and resolves any discrepancies, and reports on activity.

5. Analyzes and processes requests for replacement of lost or stolen checks, missing direct payroll deposits, and quarterly bank confirmation requests.
6. Contacts member agencies each month to confirm the date and method of their water sales payments.
7. Monitors and orders checks, collection reports, and envelope stock.
8. Processes invoices, requisitions, and blanket orders in purchasing system.
9. Verifies validity of reimbursement requests, disburses, reconciles, and submits documentation for reimbursement of petty cash funds.
10. May participate on a project team.
11. Performs other related Treasury Administrator job duties as required.

Investments

1. Analyzes, records, balances, and reconciles daily cash and investment transactions between Metropolitan's custodial bank, portfolios, and cash balances by fund.
2. Reconciles daily cash and investment transaction balances with the Controller and custodial bank.
3. Prepares documentation for investment transactions and tracks investment balances for compliance with investment policy limits, and assists in the preparation of month end spreadsheets and reports including the Treasurer's Monthly report.
4. Records and balances transactions, researches and resolves discrepancies related to investment activity for investment portfolios, and follows-up to insure the settlement of all investment transactions including the collection of outstanding investment income and principal.
5. Provides information on key investment, collection and disbursement activity.
6. Analyzes and documents investment income on a cash basis for accounting month end reports.
7. Prepares internal investment letters documenting investment transactions and coordinates settlement of securities with the broker and custodial bank.
8. Organizes and maintains files of internal/external investment documents.
9. Distributes annual investment policy to brokers and follows-up to ensure receipt of signed acknowledgements.
10. May participate on a project team.
11. Performs other related Treasury Administrator 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 four years of relevant experience; or a Master's degree from an accredited college or university in a related field and two years of relevant experience.

General Required Knowledge of: Proficient in the use of spreadsheets; and current office technology and equipment.

Operations Required Knowledge of: Treasury and commercial banking operations and negotiable instruments; policies and procedures pertaining to accounts payable and petty cash processes; investment or accounts payable software; general knowledge of money market and fixed income securities, investment settlement processes, and calculation of accrued interest.

Investment Required Knowledge of: Money market and fixed income securities, investment settlement processes, calculation of accrued interest; general knowledge of treasury and commercial banking operations and negotiable instruments; policies and procedures pertaining to accounts payable and petty cash processes; and investment or accounts payable software.

General Required Skills and Abilities to: Read and understand operational and financial reports; utilize the Bloomberg system to access investment data; utilize the web based electronic transfer system; interpersonal skills, critical thinking skills, attention to detail; work accurately; work in a fast paced high volume environment and meet deadlines; train; 10-key skills; adaptability; 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; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

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

Certificates

- None

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.

Job Title: Treasury Administrator

Job Code: VA15

Adopted: 03/11/13

Revised:

Supercedes:

Page 3

MWD

Metropolitan Water District of Southern California

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.

Job Title: Treasury Administrator

Job Code: VA15

Adopted: 03/11/13

Revised:

Supercedes:

Page 4