

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

**Job Title: Investment Officer**

**FLSA: Exempt**

**Department: Treasurer's Office**

**Union Affiliated: No**

**Reports to: Treasurer**

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## **General Position Summary:**

This position regularly reviews for accuracy the accounting and reporting of all County, school district, ports, fire and cemetery district funds. This position assesses funds that are not required for current or immediate expenses from revenues collected by the Treasurer's Office. This position then directs the investment functions of the Treasurer's Office of these funds to assure effective control and optimum return on invested monies, creating a considerable sum of annual investment income for the County. Supervise accounting clerical staff. Performs a variety of other administrative duties to maintain records, prepare reports, and support and assist in the efficient office and accounting operations and the services provided by the Treasurer's Office.

## **Essential Duties and Responsibilities:**

1. Manage investment funds for the County, school districts, ports, fire and cemetery districts ensuring maximum yield in pre-selected securities and investment vehicles, according and following state laws and funds availability requirements. Research investment opportunities.
2. Maintain the records of all investment programs, including fund totals, types of instruments, purchase and maturity dates, percentages, bank totals, etc., ensuring that they, funds and totals, match with the TIMS program and comply with county investment policy.
3. Assist and collaborates with other department or district contact employees on the correct accounting method and procedures for the accurate control of investment records of each department. Responsible for bank wires, bank transfers and checks to cover the investment purchases, payrolls, warrants redeemed, and bond debt obligations. Also, making sure all incoming bank wires and ACH transfers are receipted into correct fund and account. Review and audit previous day bank activity.
4. Post general journal entries and ensure that all tax receipts are receipted into the appropriate fund.
5. Produce and audit regular accounting reports, and distribute reports accordingly. Among them, debt service status of county, ports, fire districts and school district bond funds, cash flow reports and collaborate in preparing the Treasurer's reports. Prepare annual financial reports and detailed schedule of expenses for the County and State Auditor Offices.
6. Monitor cash, revenues and expenditures to ensure County departments and other districts have sufficient funds to cover expenditures.
7. Transmit to the Internal Revenue Service all Federal, Social Security and Medicare payroll withholdings of all payrolls managed by the County Auditor's Office, school districts, fire districts and ports. Transmission of data is done thru EFTPS program and a bank transfer to cover the transmission.
8. Compute and recommend tax levy for each general obligation bond levied by any taxing district in the county, and report this information to the County Assessor and other interested entity in time to meet budgetary deadlines.
9. Review all Bond Resolutions and documents in order to assess the optimum method to handle debt and its accounting.
10. Maintain tax collection history and other department records.

11. Supervise accounting support clerical staff. Create and maintain accounting clerks job and office procedures and goals.
12. Account for the cash in the vault and do the transportation of funds and deposits to the banks and securities for investments.
13. Assist and collaborate in the budgetary process by supplying estimates of revenues and expenditures.
14. Attend and participate in staff meetings. Provide input and recommendations to improve own work processes and the general operation, performance and services provided by the department.
15. Perform general administrative duties to maintain records and compose correspondence connected to the investment issues of Cowlitz County.
16. Attend training seminars, and maintain up to date on relevant laws and investment developments. Stay up to date on investment developments, news and statistics in order to provide sound advice and understand the investment atmosphere and discussions.
17. Maintain all Revolving and Advance Travel records and files for all County funds, and prepare yearly report for Auditor's Chief Accountant and State Auditors.
18. Responsible for keeping all records and filing annual Unclaimed Property Report with WA. State Dept. of Revenue.
19. Perform other duties as assigned, including assisting others to meet datelines and covering other duties during leaves.

**Minimum Qualifications:**

1. Bachelor's degree in Business or Government Administration, or related field, with at least one (1) year of experience in accounting, finances, investment funds management, and/or a closely related field. Or, a combination of education, training and experience that would ensure the successful performance of the duties and expectations of this position.
2. Experience with supervisory or leadership responsibilities.
3. Possess and maintain a valid driver's license.

**Required Skills and Abilities:**

1. Interpersonal and customer service skills to courteously deal with the public and other county employees requiring services. Develop and maintain good working relations with other county employees, and other agencies.
2. Work well independently as well as in a teamwork and cooperative environment.
3. Manage and perform work in a multi-task environment; be organized in order to complete work under date/time deadlines.
4. Communicate effectively orally and in writing in a professional business-like level. Maintain a professional appearance.
5. Able to exercise discretion over sensitive and confidential issues related to the department and its business.
6. Possess or develop a general understanding of applicable codes, ordinances, laws and statutes that relate to investments and banking. Knowledge of cash flows, debt/credit, basic of short and long term financial and investment planning.
7. Maintain high standards of accuracy, ethics and efficiency in handling money transactions and investments.
8. Knowledge of modern supervisory techniques and practices. Able to communicate instructions clearly.

**Equipment or Tools:**

1. Effectively operate a personal computer, including word processing, spreadsheet and accounting software, and banking applications.
2. Operate standard office equipment such as fax, typewriter, adding machine, copy machine, and multi-line phones.

**Job Scope:**

Level of Supervision Received:

Operates under moderate to minimal supervision, once trained. Will require higher level of supervision during training, special projects or assignments. Required to provide regular status reports.

Level of Supervisory Responsibilities:

Full supervisory responsibilities of assigned accounting staff. Involved in hiring, training, evaluations, and discipline.

Contact/Communication with others:

Extensive written and oral contacts and communications, in formal and informal nature. Contacts will occur with staff within own department, other county departments, banks, other public and private agencies related to taxes and investments, and the general public. Contacts occur over the phone, in person, by fax, email, and correspondence. Prepare frequent and regular reports.

Decision Making Capacities:

It is limited to the scope of essential duties of the job. Request guidance or clearance for unusual situations and special tasks.

**Working Conditions:**

1. May require work hours in excess of 7.5 hours per day or 5 days per week.
2. May require travel for training purposes and commute to other departments or government agencies.
3. Able effectively handle difficult situations and individuals during the performance of customer service activities.
4. Observe, abide, and set example, of all county and department policies, goals, and objectives.
5. Able to work well and complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
6. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.

Physical Requirements	N/A	Rarely ( 1-12%)	Occasionally ( 13-33%)	Frequently ( 34-66%)	Regularly ( 67-100%)
Standing				x	
Walking			x		
Climbing		x			
Sitting				x	
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.				x	
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.	x				
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion	x				
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level		x			
Reach further than arm's length		x			
Fingering				x	
Grasping / Holding				x	
Talking					x
Hearing					x
Seeing					x
Work in confined spaces	x				
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)				x	
Operate motorized vehicles/equipment		x			
Work at heights balancing	x				
Use/exposed to hazardous substances	x				

03/2007; May 2011

Last Revision

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Department Head

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date