

## SENIOR CASH MANAGEMENT ANALYST

Code No.: 3-18-392  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory financial analyst position in a large finance department, responsible for investing and monitoring cash and cash accounts as well as maintaining the cash management database. The position is responsible for monitoring and assessing the propriety of expenditures and transfers from the jurisdiction's cash and near cash accounts. The position is responsible for making daily determinations as to the amount of cash available for investment, and subsequently canvasses area commercial banks seeking the most profitable bid. The employee reports to, and works under the general supervision of, a senior finance or accounting staff member. Supervision is exercised over a small accounting staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in determining cash receipts and cash demands to determine cash flow needs;

Develops long and short-term cash projections;

Develops and maintains cash management database;

Assists in development of cash management strategies;

Works closely with other agencies and departments relative to assessing account demands and resources;

Invests agency funds on a daily basis, and maintains complete record of all agency investments;

Solicits bids from area commercial banks for all agency departments;

Assists in determining the mode and term of investment to maximize the rate of return and provide liquidity;

Arranges for cash transfers between agency accounts;

Prepares cash management and investment reports;

Maintains timely records of collateral pledges against agency deposits and monitors status;

Supervises daily activities of cashier/accounts receivable clerk;

Prepares periodic variance analysis reports, financial statements, audit reports and related schedules;

Manages year-end financial audit;

Maintains responsibility for general ledger postings;

Verifies and analyzes working capital accounts, current revenues and general ledger accounts;

Reconciles cash accounts and bank statements;

Completes special projects as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of commercial banking rules, regulations and procedures as they relate to municipal investments; thorough knowledge of the financial needs of the agency as they relate to a personal computer; good analytical skills; ability to project and recognize problems and develop solutions; ability to plan and supervise the work of subordinates; ability to recommend courses of action to management; ability to administer investment funds; ability to organize and present data in narrative and tabular format; ability to prepare and analyze financial reports; ability to serve as liaison between the agency and commercial banking institutions; mathematical ability; creativity; innovative; ability to communicate well both orally and in writing; integrity; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, or Business Administration plus five (5) years experience in financial analysis or investment analysis, two (2) years of which shall have been in cash management analysis.

**SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** March 9, 2000