

CASH MANAGEMENT ANALYST

Code No.: 3-10-050
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a financial analyst position in a Finance Department responsible for investing and monitoring cash funds and maintaining the cash management database. Duties involve daily monitoring of available cash, transferring monies between bank accounts, updating cash flow projections, and maintaining bank relationships. The employee reports directly to, and works under the general supervision of a Director of Finance or other higher- level staff member. General supervision is not a responsibility of this class. 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 planning cash receipts and cash demands to determine cash flow needs;

Develops long and short-term cash projections;

Develops and maintains cash management data base;

Assists in development of cash management tools, processes, and strategies;

Keeps abreast of current techniques to insure optimization of cash management program;

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

Invests agency funds on a daily basis;

Maintains complete records of agency investments;

Acts as liaison to commercial banks for agency departments;

Solicits bids from area commercial banks and makes awards;

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;

Develops cash management and investment reports;

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

Creates, for approval, daily cash transactions to General Ledger;

Completes special projects as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge and understanding of cash flow analysis and projection techniques; good knowledge of commercial banking rules, regulations and procedures as they relate to municipal deposits and investments; good knowledge and understanding of banking systems and procedures

related to fraud protection; working knowledge of computer applications using a personal computer; good analytical skills; ability to recognize problems and develop solutions; 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 develop and analyze financial reports; ability to serve as liaison between the agency and commercial banking institutions; mathematical ability; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration (must have successfully completed twelve [12] college semester credit hours in accounting for this degree)*, or Accounting, Economics, Finance, or Business Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent professional** experience in accounting, auditing, banking, bookkeeping, cash management, financial analysis, or investment management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus five (5) years paid full-time or its part-time equivalent professional** experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Must submit, at the time of application, an official or student copy of a college transcript or an itemized list of course work and credits received.

**Professional experience, for the purposes of these minimum qualifications, does not include bank teller, secretarial, clerical, or similar experience.

SPECIAL REQUIREMENT: 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 position.

Monroe County Civil Service Commission

FORMERLY: Investment Analyst

REVISED: February 27, 1986

REVISED: May 8, 2014

REVISED: December 2, 2021