



## **JOB POSTING**

**– Candidates are invited to use County web site to apply on line –**

### **Investment Portfolio Manager**

*Department of Finance, Rockville, Maryland*

**\$67,890 - \$113,682**

**Closing Date: December 12, 2011**

Employee is responsible for the overall management of certain components of the County's debt, cash management, and fiscal projects activities, specifically the administration and management of cash and investments, banking relationships and services, and the County's Commercial Paper program. This position performs professional and management level work managing the financial investments of the County government and other agencies/municipalities, managing the County's various banking relationships and bank services, and managing the County's short-term commercial paper program. Specifically, the activities associated with this position include management of the County's short-term working capital portfolio including cash forecasting and budgeting, the administration of the County's commercial paper program, and acting, in part, as liaison between the County and the financial community.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Economics, Business Administration, Finance, or related field and thorough (5 years) of applicable experience, demonstrating advanced knowledge and competence in the financial, business administration, and/or investment administration fields. Equivalency applies.

**All resumes submissions must address the preferred criteria for the position which are located in the full advertisement.**

Recruitment for this position is open until December 12, 2011.

**To apply on-line, please visit our website at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)**

- Click on “**Careers**” then “**Search Jobs**”. Create an account and submit resume for **Requisition IRC7356**.
- EOE. M/F/H.