

Investment Finance Specialist

SALARY: \$68,500.85 - \$109,327.30 Annually

OPENING DATE: 07/20/21

CLOSING DATE: Open until a sufficient number of applications have been received.

REQUIREMENTS AND PREFERENCES:

The Broward County Board of County Commissioners is seeking qualified candidates for **Investment Finance Coordinator**.

This position performs professional level work in the financial management of County funds. Employees in this class are charged with the investment and cash management of County funds, pursuant to County policy, ensuring safety, liquidity and yield objectives are attained. This position should not be confused with a private investment broker job. While the County obviously wants to earn proceeds from its investments, the investment portfolio is ultimately designed to meet the cash flow needs of the County so that funds are available to cover disbursements and fund County programs for its citizens. General supervision is received from an administrative superior who reviews work for conformity with established policies and procedures and attainment of desired objectives through conferences and review of reports.

Candidates should have the following knowledge, skills, and abilities:

- Comprehensive, hands-on experience with fixed income investments and knowledge of the various products.
- Considerable knowledge of cash/investment policy and analysis.
- Demonstrable knowledge and/or experience with public finance (i.e., public revenue, public expenditure, and public debt).
- Knowledge of banking products and services
- Knowledge of personal computers and their applications common to financial management operations and analysis.
- Ability to read and understand financial statements and apply ratios for financial analysis.
- Ability to apply managerial skills including planning, organizing, coordinating projects and maximizing resources to satisfy financial management criteria.
- Ability to work in a team and collaborate with co-workers and various internal agencies.
- Ability to apply business math skills to incorporate quantitative methods for business and economic analysis and in the monitoring of fiduciary accountabilities.

- Ability to apply financial trends, techniques, methods and procedures to facilitate problem solving, evaluate risks, discern alternatives and implement investment strategies consistent with statutory requirements and County goals and objectives.
- Skills to utilize complex applications and programs to accomplish analysis that results in maximization of investments and minimization of idle assets.

General Description

Manages the investment portfolio of the County.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Minimum Education and Experience Requirements

Requires a Bachelor's degree from an accredited college or university with major coursework in finance, business administration or closely related field.

Requires two (2) years in cash/debt management, investment securities and strategies, banking systems and services, and financial analysis or closely related experience.

Special Certifications and Licenses Required

None.

Preferences

- Masters Degree in related field
- Certified Treasury Professional
- Chartered Financial Analyst
- Certified Government Investment Professional
- Certified Public Accountant
- Certified Government Financial Manager
- Certified Government Finance Officer
- Five (5) years or greater experience in investing and cash management
- PeopleSoft Treasury Module Experience
- Bloomberg Terminal Experience
- Microsoft Excel Mastery (i.e. Pivots, Macros, V-Lookups etc.)

DUTIES AND RESPONSIBILITIES:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.

- Invests County funds based upon investment policy guidelines of maintaining safety, liquidity, and yield, including maintaining the database of securities held, frequent reporting, and analysis.
- Ensures daily liquidity, performs cash flow analysis and manages working capital through monitoring of account balances and imbalances across equity accounts.
- Manages master banking relationship, including the review of fees and utilized services; executes high dollar federal wire/ACH (Automated Clearing House) payments; advises on such subjects as banking regulations, implementation of new services and best practices.
- Performs financial analysis and research as needed; assists in the debt issuance process and compliance for all issuing agencies; gathers and organizes all data regarding each investment for weekly, monthly, and quarterly reports.
- Applies financial trends, techniques, methods, and procedures to facilitate problem solving, evaluate risks, discern alternatives, and implement investment strategies consistent with statutory requirements and County goals and objectives.
- Performs related work as assigned.

WORK ENVIRONMENT:

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

SPECIAL INFORMATION:

Americans with Disabilities Act Compliance

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with the Professional Standards/Human Rights Section.

Emergency Management Responsibilities

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

County-wide Employee Responsibilities

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

APPLICATIONS MAY BE FILED ONLINE AT <http://www.broward.org/careers>