

METRO

Classification Description

Title: Investment Coordinator
Job Code: 6017
Pay Range: 19
FLSA Status: Exempt - Administrative

Bargaining Unit: AFSCME 3580
Established: 2007
Revised:

Classification Summary:

Manage Metro's cash and investments. This includes all cash and investment activity including: monitoring and reporting Metro's consolidated daily cash activities with respect to receipts, and disbursements, purchasing fixed-income securities, and managing an investment portfolio. The classification interprets Oregon Statute and Metro Investment Policy, makes recommendations for policy changes and oversees the Investment Advisory Board. The classification assesses products, services, technologies and systems related to cash management that are appropriate for Metro departments and recommends adoption where appropriate. The classification advises departments and managers of changes in legislation and regulation that affect their operations. The classification pays annual debt financings and refinancing.

Supervision Received:

Direction is provided by Metro's Chief Operating Officer and Metro's Chief Financial Officer. Day-to-day supervision is provided by a Manager I.

Supervision Exercised:

None.

Distinguishing Features:

This is a single classification. It is not part of any classification series.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform.

1. Manages daily cash position. Assures adequate liquidity. Assures proper cash transaction recording. Records daily cash flow position. Purchases short-term, fixed income securities.
2. Prepares and monitors short-term and long-term cash flow projections.
3. Develops and implements Metro's investment strategy. Works within ORS and Metro Investment Policies. Gets maximum return with minimized risks.

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4. Develops, manages and maintains bank, broker, debt trustee, debt paying agent, and arbitrage compliance service relationships. Liaise between Metro's bank and all departments.
5. Records and performs analysis of bank fees to determine accuracy and locates reduced fee opportunities.
6. Develops and maintains familiarity with treasury management trends and advises departments of legislative or regulatory activity that would affect operations.
7. Prepares general ledger entries, and prepares and maintains reports on Metro's investment portfolio. Reports and measures level of risk assumed, yields, and security maturity distribution. Issues Quarterly Investment Report to CFO, COO, and Metro Council.
8. Recommends and assists in implementing cash and investment management goals and objectives. Recommends and assists in implementing prudent business practices and procedures.
9. Prepares annual audit reports and work papers on cash and investments.
10. Interprets and applies Oregon Revised Statutes, Metro Investment Policy, and Oregon Bond Manual to investment and debt management.
11. Makes debt payments per debt service schedules. Assists in developing financial plans, issuing debt, re-financing existing debt, bond sale planning, creation of disclosure documents, and rating agency presentation materials. Works with outside financial advisor, bond counsel, ratings analysts, investment bankers, escrow agent, and paying agent.
12. Interprets and explains impact of financial markets and economic trends on Metro's operations.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Bachelor's Degree in Business Administration, Accounting, Finance or a related field, and 3 years' experience in cash flow management and investment portfolio management; or, any combination of education and experience (such as the Certified Treasury Professional credential) that would provide the applicant with the desired knowledge, skills, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of financial markets
2. Extensive knowledge of ORS, Metro Code 7.03, and Oregon Bond Manual with respect to cash and investments; and ability to apply this knowledge to remain in compliance with all requirements

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3. Technical knowledge of banking and investment policies, procedures, and options
4. Good presentation and interpersonal skills
5. Ability to establish good working relationships with bankers, brokers, Metro's Investment Advisory Board and others in the financial community.
6. Ability to work independently, make sound day-to-day investment and cash decisions without consultation
7. Ability to maintain accuracy and assure that investment purchases are timed and executed properly

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment. This position may require frequent standing, fingering, talking (both in person and over the phone), sitting, repetitive motions of the hands/wrists and good general hearing ability. It may also require occasional walking, reaching, feeling, grasping, handling, and the ability to lift or carry up to 25 pounds.