

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

August 29, 2022

**TITLE:** Manager, Treasury Operations  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Finance (Treasury)  
**PAY RANGE:** \$ 2,342.15 - \$ 3,513.23 weekly (\$121,792 - \$182,688 estimated annual)  
**APPLICATION DEADLINE:** **Continuous Recruitment (Open until filled)**  
**WORK LOCATION:** San Carlos

**GENERAL DESCRIPTION:** The Manager, Treasury Operations reports to the Director, Treasury and is responsible for the coordination of Cash, Banking Short and Medium Term Investment Management systems, Fuel Hedge review and reporting, month and yearend reporting for financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB), establishing policies & procedures, and support staff for the San Mateo County Transit District (District), Peninsula Corridor Joint Powers Board (Caltrain), San Mateo County Transportation Authority (TA) and the San Mateo County Express Lanes – Joint Powers Authority (SMCEL-JPA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manage the day-to-day activities of the banking and cash management to ensure the timely and accurate recording of daily cash balances, distribution of weekly AP wires, reconciliation of bank accounts (including Trust accounts) and accurate reporting to the Agencies internal accounting system.
- Manage banking governance including periodic updates of signature cards, maintenance of roles and access for each bank account, compliance, research, and other banking needs.
- Manage banking interactions and integration of new accounts, products and systems with IT and PeopleSoft Teams.
- Manage Fuel Hedge program in conjunction with the external Fuel Hedge Consultant including month-end financial reporting and periodic staff reports and presentations to the boards.
- Manage the production of the monthly, quarterly and year end reports including cash, short term investments, banking in additions to interim and annual audit and year end ACFRs and other annual reports for the board ad be available for board presentations and questions.
- Develop, document, and maintain necessary Agency policies and procedures including but not limited to cash management, banking, short term investments, and hedging.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Identify areas of potential internal control exposure and areas of improving operations efficiencies and take corrective actions.
- Provide guidance to Treasury staff on cash and banking policies and procedures.
- Oversee the preparation of cash, banking, and investment related reports for management and outside agencies.
- Maintain Treasury records and reports for audits.

- Manage opening and closing of bank accounts as required and collaborate with IT to ensure system integrations are completed quickly and accurately.
- Oversee and assist with journal entries, month end close, annual audit and participation in the preparation of the Annual Comprehensive Financial Reports (ACFRs).
- Oversee SmartSafe cash management and operations as necessary.
- Oversee review, collections, payment distributions and accurate reporting of all Sales Tax Measures for all Agencies.
- Develop reviews, interpretations, coordination, and enforcements of cash, banking, and short-term investment related data.
- Manage the short to medium-term cash forecast and collaborate with internal and external stakeholders to ensure adequate levels of liquidity.
- Develop special reports on cash, banking and short-term investments as requested by senior management.
- Conduct research and analysis to assist Director with special projects.
- Work closely with capital and operation teams on understanding their cash flows and incorporating them into both short and medium-term forecasts.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director, Treasury who directs work, establishes goals and objectives, and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's Degree in Accounting, Finance, Economics, Business Administration, or other related field.
- Five (5) years direct banking operations and cash management experience including positive pay, EFT/ACH transactions, trust an escrow accounts, and merchant account services.
- Three (3) years of directly managing or directly supervising financial or accounting staff.

**PREFERRED QUALIFICATIONS:**

- Professional certificate such as Certified Treasury Professional (CTP) or Certified California Municipal Treasurer (CCMT) is desirable.
- Master's Degree in Business Administration, Economics, or Public Administration is desirable.
- Experience with PeopleSoft, SharePoint, and Bloomberg is desirable.
- Effective written and oral communication skills.
- Proficient in Microsoft Word and Excel.

**SELECTION PROCESS MAY INCLUDE:** The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

## **BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

## **HOW TO APPLY:**

- To apply, please visit the [www.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). This is a continuous recruitment until filled. Complete an online employment application. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.