

JOB OPENING ANNOUNCEMENT

Apply On-line at www.samtrans.com/about-samtrans/jobs

Employment Hotline 650-508-6308

November 11, 2022

TITLE: Manager, Debt and Investments
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Finance (Treasury)
PAY RANGE: **\$2,591.13 - \$3,886.69 weekly (\$134,739 - \$202,108 estimated annual)**
APPLICATION DEADLINE: **Sunday, December 4, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Manager, Treasury Debt and Investments reports to the Director, Treasury and manages investments, debt issuances, cash flow, activities related to managing the debt portfolio and compliance in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for the San Mateo County Transit District (SamTrans), Peninsula Corridor Joint Powers Board (Caltrain), the San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Powers Authority (Express Lanes).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Manages the timing, issuance, and compliance of all debt instruments.
- Creates financing plans as needed for all four agencies for all debt transactions.
- Oversee the investment and management of Agencies long-term investment portfolios including development of investment strategies for each, managing external portfolio managers, and developing in-house investment portfolios.
- Works with Municipal Advisors to oversee the production of official statements for bond offerings and prepares portions of the official statements and closing of bond issues.
- Develops, documents, and maintains necessary Agency Policies including but not limited to debt, investment, and reserves for all Agencies.
- Maintain compliance on all bond issuance including annual repository, certificate filings, and arbitrage calculations.
- 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:

- Maintains credit ratings and reporting to credit rating agencies as well as preparation of all required EMMA postings for all debt.
- Maintains required financial disclosure and compliance reports including ACFRs, year-end compliance, arbitrage and others as needed.
- Prepare and present required Staff Reports, Board Authorizations and Resolutions for debt and investments, and others as assigned.
- Identify areas of potential internal control exposure and areas for improving operational efficiency and take corrective action.
- Maintain debt, investment and compliance records and reports for audits. Implement recommended changes in policies and procedures as required.
- Takes part in new debt issuance credit review and other credit surveillance calls for existing debt issues.
- Gathers, maintains, and provides data required by the credit rating agencies for their on-going rating monitoring and make presentations as needed.

- Provides accounting, financial and analytical expertise regarding debt, investment and hedging as needed.
- Ensure completion of arbitrage calculations for all debt issuances.
- Interprets and implements new and existing debt management and investment standards as revised from time to time by the State of California.
- Review and prepare monthly and quarterly Staff Reports and various financial statements, notes, tables, and exhibits for the Annual Comprehensive Financial Reports for all Agencies.
- Develop special reports on investment information as requested by senior management. Produce monthly, quarterly, and annual investment reports and analysis for the Board of Directors and others
- Prepare and maintain long-term cash flow forecasts to adequately manage and anticipate debt and investments portfolios.
- Review monthly financial statements and related Treasury reports.
- Compile fiscal year end narratives and statistical sections related to debt, and long-term investments for the Annual Comprehensive Financial Statements (ACFR) for all four agencies
Ensure the accuracy of Treasury journal entries and reporting.
- Supervise the reconciliation of various general ledger accounts.
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 direction of Director, Treasury who establishes goals and objectives, monitors 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, or a closely related field.
- Five (5) years of full-time experience in the field of Accounting, Finance, or Treasury.
- Three (3) years professional experience in government capital financing, debt management, and investment securities including issuance of three or more municipal bond offerings.
- Three (3) years of lead or supervisory experience.

PREFERRED QUALIFICATIONS:

- Working knowledge of GAAP.
- Working knowledge of governmental accounting, and/or enterprise accounting, and/or bond compliance.
- Proficient with Microsoft Excel and financial modeling and analysis.
- Experience with automated financial management systems (e.g. PeopleSoft, Clearwater, Bloomberg) is desirable.
- Possess effective written and oral communication skills.
- Professional certification such as Certified Treasury Professional (CTP), Chartered Financial Analyst (CFA) or Certified Public Finance Officer (CPFO) is desirable.

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. Complete an online employment application by **11:59 pm on Sunday, December 4, 2022**. 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.
- 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.