

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

March 10, 2023

TITLE: Assistant Manager, Treasury Operations
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Finance (Treasury)
PAY RANGE: \$2,117.09 - \$3,175.65 weekly (\$110,089 - \$ 165,134 estimated annual)
APPLICATION DEADLINE: **Sunday, April 2, 2023**
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Assistant Manager, Treasury Operations will report to the Manager, Debt and Investments and is responsible for the coordination of cash, banking, short term investment Management systems and the fuel hedge program, month and year end reporting for financial statements, assisting with establishment of policies & procedures, and support staff for the San Mateo County Transit District (District), Peninsula Corridor Joint Powers Board (PCJPB), San Mateo County Transportation Authority (TA) and the San Mateo County Express Lanes – Joint Powers Authority (SMCEL-JPA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Organize the day-to-day activities of cash, banking, and short-term investment management to ensure the timely and accurate recording of daily cash balances, distribution of weekly AP wires, reconciliation of bank and short-term investment accounts (including Trust accounts) and accurate reporting to the Agencies internal accounting system.
- Maintain banking governance including periodic updates of signature cards, maintenance of roles and access for each bank and short-term investment account, compliance, research and other banking and short-term investment needs.
- Oversight and management of banking and short-term investment interactions and integration of new accounts, products and systems with IT and PeopleSoft Teams.
- Assist with review, collections, payment distributions and accurate reporting of all Sales Tax Measures for all Agencies.
- Manage the 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.
- Oversee SmartSafe cash management and operations as necessary. Develop audits, interpretations, coordination, and enforcements of cash, banking, short-term investment and fuel hedge related data.
- Manage the short, medium, and long-term cash forecast and collaborate with internal and external stakeholders to ensure adequate levels of liquidity.
- Assist with month end treasury and annual debt compliance reporting, monthly and quarterly staff reports for the board, annual budgeting and other reporting.
- 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:

- Provide guidance to Treasury staff on cash, banking, and short-term investment policies and procedures.
- Oversee and assist with journal entries, month end close, annual audit and ACFR entries.
- Manage opening and closing of bank and short-term investment accounts as required.
- Prepare cash, banking, short-term investment and fuel hedge related reports for management and outside agencies.

- Conduct research and analysis to assist Manager, Debt and Investments and the Director, Treasury with special projects.
- Work closely with capital, operations and FP&A teams on understanding Agency cash flows and incorporate them into both short and long-term forecasts.
- Review the need for financial institution transitions and collaborate with IT on ensuring the systems integrations.
- Evaluate job performance of staff, which also includes the professional development 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 Manager, Debt and Investment who 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. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor's degree in Accounting, Finance, Business Administration, Economics, Public Administration or equivalent.
- Four (4) years direct Treasury, banking operations, cash management and short-term investment experience including positive pay, EFT/ACH transactions, trust and escrow accounts, and/or merchant account services.
- Two (2) years of supervisory experience.

PREFERRED QUALIFICATIONS:

- Professional certification such as Certified Treasury Professional (CTP), Chartered Financial Analyst (CFA) or Certified Public Finance Officer (CPFO) is desirable.
- Experience with PeopleSoft, Clearwater Analytics, Bloomberg, or other Treasury system is desirable.
- Must have effective written and oral communications skills.
- Must be 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 conditional 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/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/jobs. Complete an online employment application by 11:59 pm on **Sunday, April 2, 2023**. 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 recruitment@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.