

MUNICIPAL INVESTMENT MANAGER  
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Manages Cooperative Program of Investments for BOCES and local participants under the strict guidelines of State Laws; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class analyzes financial trends affecting cash management activities while overseeing portfolio administered by a vendor. Responsibility involves performing complex financial analysis using complex automated financial models. Incumbents are expected to perform the full range of functions associated with financial analysis using independent judgment and initiative. Provides expertise and consultation to other financial and management professionals.

EXAMPLES OF WORK: (Illustrative Only)

Reviews all daily activity in custodial Bank Account to insure proper recording and disbursements;

Performs detailed analyses of fiscal records;

Prepares reports and statistical data to be incorporated in the comprehensive annual financial report;

Prepares written reports which may involve issues such as return on investments (ROI), discounted cash flow, internal rate of return, risk analysis, ratio analysis, variance analysis and forecasting;

Stays abreast of market conditions, targeting investment opportunities; Reviews financial data on-line and confirms trade tickets;

Maintains monthly contact with participants via meetings, website and/or newsletter;

Reviews monthly charges from administrator and updates approved participant list;

Keeps abreast of all federal, state and local regulations pertaining to municipal investments, insures compliance and keeps the Assistant Business Manager advised of the implication of any changes;

Provides expertise and consultation to other managers, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of financial analysis including financial ratios, discounted cash flow, financial modeling, depreciation guidelines, risk and variance analysis; thorough knowledge of the financial alternatives available to the public sector with particular emphasis on the expanded reporting requirements of public entities; good knowledge of financial systems designs and techniques; good knowledge of the trends and developments within the investment community as they effect the public sector; good knowledge of the cost allocation procedures for grants and contracts as stipulated by federal and state governments; ability to compile and organize complex financial statistics identifying critical factors in order to draw conclusions essential to developing alternatives and formulating realistic recommendations; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral or written instructions; ability to establish and maintain effective working relationships; integrity; resourcefulness; initiative; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree\* in Finance, Business Administration, Economics, or Accounting or a closely related field, and four years of experience involving financial analysis, planning or forecasting; or (b) Master's Degree\* in one of the aforementioned fields, and two years experience as described in (a); or (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

\*NOTE: Education beyond the secondary level must be from an institution accredited by the New York State Department of Education as a post secondary degree granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.