



Houston Independent School District

Job Description

POSITION TITLE: Assistant Treasurer		CONTRACT LENGTH: 12M
DATE: 04/06/22		DATE OF LAST REVISION: 12/1/23
JOB CODE: 30011838	PAY RANGE: \$130,000 – \$155,000	FLSA EXEMPTION STATUS: E
Job Family – Finance and Accounting		

JOB SUMMARY

The position will oversee all aspects of district treasury functions including cash management, liquidity, investment operations, and forecasting, for a portfolio of approximately \$2 billion. The Treasury Manager will also contribute to ensuring compliance with internal controls, regulatory requirements, assist in maintaining bank relationships, and work closely with internal business teams to achieve organizational goals. This position is required to work when the district is closed if banks/markets are open.

MAJOR DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Oversees and analyzes all aspects of daily banking, pledged collateral, investing activities, provide oversight and serve as primary backup for Treasury staff.
2.	Responsible for daily, weekly, and monthly cash and investment reconciliation activities. Manages armored carrier, merchant services, and depository bank relationships, maintain bank infrastructure, and monitoring of bank analysis fees and armored carrier fees.
3.	Oversees development and analysis of cash forecasts to ensure adequate liquidity availability for short term and long-term funding needs.
4.	Assists the district Treasurer in the performance of Treasury and Investment related month and year end close activities and in annual review and audit requests.
5.	Assists the district Treasurer with preparation of quarterly and annual investment reports in compliance with local policy and Texas Government Code and other reports and continuing disclosure deliverables.
6.	Coordinates reconciliations of bank and general ledger accounts, collateral monitoring and payment issuance process. First level of review for journal entries to record cash and investment transactions on the General Ledger.
7.	Performs other job-related duties as assigned.
8.	Oversees and analyzes all aspects of daily banking, pledged collateral, investing activities, provide oversight and serve as primary backup for Treasury staff.



Houston Independent School District

Job Description

EDUCATION

Bachelor's Degree

WORK EXPERIENCE

3 to 5 years

Experience in all aspects of setting cash required.

Supervisory experience preferred but not required.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Microsoft Office, Office equipment (e.g., computer, copier)

Experience with a Treasury Workstation and extensive experience with Microsoft Excel

Knowledge of Accounting Principles

LEADERSHIP RESPONSIBILITIES

Directs two or more levels of management deploying ongoing key initiatives covering multiple areas of discipline with direct accountability for results in terms of effectiveness, costs, methods, and employees. Establishes achievement objectives and assignments for multiple disciplines/functional areas and possibly departments. Evaluates recommendations of others, deciding on course of action in ambiguous situations, and oversees the deployment of innovative solutions. Collaborates with senior leadership to develop strategies and broad departmental objectives; establishes methods, techniques and evaluation criteria for projects, programs and people in the achievement of strategic objectives. Directly supervises principals and indirectly supervises all teachers in the feeder-pattern(s). Full management responsibilities for multiple schools including all aspects of line responsibility.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Advises on budget development for department.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the district itself and is short term.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions include schools, non-school departments, central office, senior, and executive management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 15 pounds.