



**ASSISTANT INVESTMENT AND CASH MANAGEMENT OFFICER – Open until filled**

**Department:** Treasury

**Salary:** \$52,000.00 - \$64,000.00

**Anticipated Work Schedule:** Monday through Friday, 8:30 AM - 4:30 PM

**Reports To:** Manager, Cash Management and Investment Officer

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Unclassified

**FLSA:** Exempt

**Summary**

The purpose of this position is to assist the County Investment & Cash Management Officer in managing, planning, and directing the Treasurer's Office in areas of Investment and Cash Management. The position prepares a variety of financial statements and reports covering daily cash management and investment for the County.

**Tuition Reimbursement!**

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

**Benefits:**

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

**Essential Job Functions**

Prepares and analyzes financial and investment reports, including County warrant redemptions, monthly reconciliations, short- and long-term securities earnings, electronic fund transfers, investment advisory holdings report and summary, income statement for cash sheet, rates and interest earned, and cash flows. Supports the Investment & Cash Management

Officer in all cash management daily operations. This includes monitoring all bank activity, daily cash sheet operation, managing banking relationships, reconciling accounts and verifying balances. Oversees preparation of bank confirmations for County auditors and outside auditors. Assists the Investment & Cash Management Officer in the investment programs. Analyzes primary depository/custodial accounts to confirm daily activity and verify accuracy. Prepares worksheet to log daily transactions in order to maintain account balances and reinvest available funds. Posts accounting transactions regarding County money and prepares supporting documentation. Assists in making recommendations and strategizes with Investment & Cash Management Officer relative to investment of County funds and cash flows. Assists the Investment & Cash Management Officer with the County's debt management program. Monitors funding allocations, continual account flows, and creates various data reports and projects. Provides informal supervision of department staff. Plans, delegates, and coordinates work, reviews performance, trains employees, and recommends personnel decisions

### **Minimum Requirements**

Bachelor's degree in business, finance, accounting, or a related field. Two (2) years of investment management, finance, investment analysis, accounting, or economics experience. 3. Applicable certifications such as a Certified Treasury Professional (CTP) or Certified Financial Analyst (CFA) is preferred. Demonstrate competencies in analytical thinking, attention to detail, information gathering and processing, continuous learning, and achievement orientation. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.

### **Application Process**

Apply at <https://www.cuyahogacounty.us/human-resources>. This is an unclassified position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.