



**MANAGER, INVESTMENT AND CASH MANAGEMENT (req #881) – Open until filled**

**Department:** Treasury

**Salary:** \$75,000.00 - \$90,000.00

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

**Reports To:** Deputy Treasurer

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

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Unclassified

**FLSA:** Exempt

**Summary**

Under the authority of the County Treasurer, manages the County investment portfolio and all cash management/banking activity, up to and over \$1 billion, for the County. Operates as a member of the management team in the Treasury office and participates in establishing strategic plans and major goals of the department. Advises the County Treasurer and Investment Advisory Committee on issues pertaining to investments and cash management.

**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**

Manages the investment program for the County Treasurer's Office. Makes decisions regarding investment commitments, including the gathering of necessary offerings and analysis of appropriate investments. Evaluates portfolio needs, tracks and researches

markets, and retrieves and updates market prices. Monitors financial performance of investments to ensure portfolios meet risk goals. Meets with County Investment Advisory Committee and various brokers. Makes market projections and provides regular reports regarding investment progress. Manages all cash management daily operations for the Treasury department. 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. Prepares and analyzes financial and investment reports for purpose of summarizing daily, monthly, quarterly, and annual cash flow and account statements as well as analyzing current investment trends, market data, and investment projections of up to 3 to 5 years. Supervises all reporting staff. Mentors, coaches, trains, and develops assigned team members. Sets goals, objectives, staffing and work standards, and monitors performance against standards. Acts as resource and support to staff, removing barriers to effective performance. Develops policies and procedures to guide daily operations of the investment and cash management areas. Collaborates with the Fiscal Office and Office of Budget Management on the County's debt management program. This includes monitoring funding allocations and continual account flows and creating various data reports and projections. Advises the Fiscal Office and the Treasury department on debt management decisions

### **Minimum Requirements**

Bachelor's degree in business, finance, accounting or a related field of study or equivalent experience. Five (5) years of progressive investment management, finance, investment analysis, accounting, or cash management experience, preferably government-related. One (1) year of experience effectively supervising in a managerial or lead capacity. Demonstrate competencies in analytical thinking, decision making, attention to detail, information gathering and processing, and project management. 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

### **Preferred Requirements**

Applicable certifications such as Certified Treasury Professional (CTP) or Certified Financial Analyst (CFA).

### **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.