



KITSAP COUNTY  
invites applications for the position of:

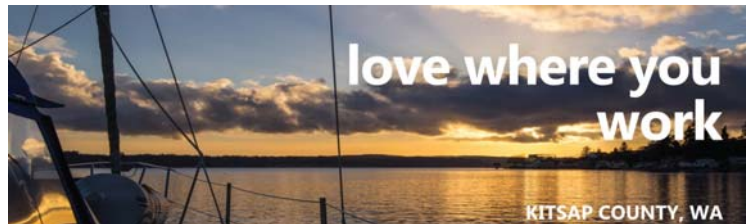
# INVESTMENTS OFFICER (FINANCIAL MANAGER) - OPEN UNTIL FILLED

**SALARY:** \$78,520.00 - \$108,243.20 Annually

**OPENING DATE:** 01/25/19

**CLOSING DATE:** Continuous

**OVERVIEW:**



**A unique opportunity to serve the citizens of Kitsap County as an Investment Officer managing the County and Junior Taxing Districts' Investments! Make a difference in your community. Become a part of the Kitsap County team!**

**The Office of the Kitsap County Treasurer**

The County Treasurer holds a key position of public trust in the financial affairs of local government. Acting as the "bank" for the county, school districts, fire districts, water districts, and other units of local government; the treasurer's office receipts, disburses, invests, and accounts for the funds of each of these entities.

**The Position**

The Investment Officer professionally manages the investment activities of all participants in the Kitsap County Investment Pool and Kitsap County. Identifies investment opportunities, formulating strategy, and implementing approved plans to minimize risk and maximize return and liquidity for participants. The position provides short and long-term cash management for the County and its junior taxing districts. In addition, the incumbent is responsible for developing, analyzing and implementing and management of all financial service contracts and banking relationships.

**QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:**

**Required Education and Experience**

- Bachelor's degree in business, public administration, economics, finance, or closely related field, AND
- Six years of progressively responsible work experience managing public funds or fixed income/money market securities and /or cash management activities.
- Note: Additional qualifying experience may be substituted year for year, for a maximum of two years of the educational.

**Preferred Education, Experience or Other Qualifications**

- Current Chartered Financial Analyst(CFA)
- Certified Treasurer Professional designation(CTP)

**Criminal Conviction/Credit Check Standards:**

- The successful incumbent will have unsupervised access to a secured/confidential facility or computer system(s) and/or information. As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies and due to the nature of this position a credit check will also be conducted.

**Prior to employment, the successful candidate must:**

- Submit official transcripts from an accredited college or university or business school.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.

**Required Knowledge, Skills and Abilities****Knowledge of:**

- Investment instruments and dynamics of fixed income and money markets. Principles, practices, regulations, and procedures of public finance. Treasurer operations.
- Statistical and cash flow analysis. Cash management strategies, including the use of financial services. Banking relationships and management.
- Standard practices of securities settlement and trade execution. Accounting principles related to investment accounting and reporting.
- Management and supervisory principles and practices including program planning, budgeting, direction, coordination, and evaluation.

**Skills and/or Ability to:**

- Exercise professional judgment in evaluating investment instruments and banking services.
- Apply statistical analysis to monitor market conditions.
- Prepare cash forecast.
- Establish investment outlook and strategy and analyze yield curve.
- Communicate effectively orally and in writing.
- Design systems to implement division objectives.
- Set goals, plan, establish procedures and anticipate and effectuate changes as needed.
- Establish and maintain effective working relationships with bankers, county officials, junior taxing district personnel, department heads and co-workers.
- Establish and maintain accurate records of assigned activities and operations.
- Competence in software applications including MS Office, Bloomberg, general ledger, and portfolio systems.
- Physically perform the functions of the job.

**PHYSICAL REQUIREMENTS**

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

- The duties in this position are performed in an office setting and may be required to lift at least 20 pounds. Heavy focus on computer monitors and keyboards.

**ILLUSTRATIVE EXAMPLE OF DUTIES:****Essential Functions:**

- Manage the investment portfolio of the Kitsap County Investment Pool. Negotiate the purchase and sale of securities consistent with legal regulations, department and county policy. Process transactions through investment software, custodial instructions and wire transfer initiation. Develop and monitor investment objectives.
- Financial Authority includes: Directly manages investment portfolio in excess of \$400 million. Provides daily liquidity of county cash assets through analysis of \$100 million in banking transactions monthly. Calculates and distributes investment earnings to 200+ individual funds.
- Research and identify investment opportunities, using computer-enhanced analysis to monitor market conditions, analyze yield, arbitrage, risk factors, and determine cash flows. Develop and recommend investment strategies and related financial investment instruments, providing worst case/best case scenario.
- Manage county cash liquidity and initiate transactions to provide short and long-term liquidity to the county and junior taxing districts.
- Perform all accounting functions related to investment activity. Record all deposits, withdrawals and earnings. Reconcile all documentation from custodial agents, banks and broker dealers. Calculate investment earnings and distribute to pool participants. Provide monthly reports to Treasurer.
- Write, negotiate and implement Treasury and custodial investment services on behalf of the Treasurer and county. Recommend and implement process improvements in cash and banking to reduce costs. Perform administration of online banking access. Direct rights and permissions of county employees and junior taxing districts to online banking services. Initiate wire transfers on behalf of county departments and junior taxing districts.
- Provide assistance & direction to county departments and districts regarding investments and banking services.

#### **OTHER POSITION RELATED INFORMATION:**

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.
- This position is classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- Non-represented and covered under the Kitsap County Personnel Manual.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- Work hours for this position are Monday – Friday, 8 a.m. – 4:30 p.m. Flexible hours may be available, as approved by management.

**First review is scheduled for the week of February 11, 2019 and then weekly.**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/kitsap>

614 Division St, MS#23A  
 Port Orchard, WA 98366  
 360.337.7185

[cmackie@co.kitsap.wa.us](mailto:cmackie@co.kitsap.wa.us)

---

Position #2019-Finmgr.treasurer  
 INVESTMENTS OFFICER (FINANCIAL MANAGER) - OPEN  
 UNTIL FILLED  
 CM

**INVESTMENTS OFFICER (FINANCIAL MANAGER) - OPEN UNTIL FILLED Supplemental Questionnaire**

- \* 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
- YES  
 NO
- \* 2. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
- YES  
 NO
- \* 3. How do you meet the minimum qualifications for this position?
- Master's degree in business, public administration, economics, finance, or closely related field, and four years of progressively responsible work experience managing public funds or fixed income/money market securities and /or cash management activities.
- Bachelor's degree in business, public administration, economics, finance, or closely related field, and six years of progressively responsible work experience managing public funds or fixed income/money market securities and /or cash management activities.
- Two years of related education and eight years of progressively responsible work experience managing public funds or fixed income/money market securities and /or cash management activities.
- No relevant experience.
- \* 4. Select if you have any of the following:
- Current Chartered Financial Analyst(CFA)  
 Certified Treasurer Professional designation(CTP)  
 None of the above.
- \* Required Question