PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6819
Pay Grade: E08

FLSA: Exempt
PTS

MANAGER, CASH AND INVESTMENTS

MINIMUM QUALIFICATIONS

Bachelors degree from an accredited college or university in Business Administration, Finance, Accounting or related field; plus five (5) years professional accounting experience, including forecasting or cash flow management in a large school system, municipality, or comparable environment, including related management or supervisory experience; plus five (5) years experience in institutional investing, preferably with a government entity.

PREFERRED:
CPA. Master's degree in related field. Two (2) years experience in Florida school finance with specific experience in accounting, budget, and/or payroll functions.

MAJOR FUNCTION

Managerial and supervisory work in the general area of Finance which includes the operating fund, debt service funds, capital improvement funds, special revenue funds, internal services funds, and agency funds. Responsible for planning, directing, and monitoring all aspects of cash (funds) operations within the district, including receipts or deposits, disbursements, analysis and projections, investments, and reconciliation.

ESSENTIAL RESPONSIBILITIES

- Develops chart of the projected operating fund cash flow requirements and maintains it on a daily basis; monitors all daily bank balances for all funds.
- Invests funds (make buy/sell decisions) as determined by cash flow chart and daily account balances in instruments consistent with Board policy and state law.
- Reports investment activities/strategy to the Investment Oversight Committee including purchases, sales and investment strategies Incorporates feedback as necessary.
- Ensures compliance with all GASB investment regulations, including Statements 31 and 40 • Determines, on an annual basis, whether it is feasible to borrow short term.
- Works with district's bond counsel and financial advisor in the issuance of a Tax Anticipation Note (TAN)
- Ensures receipt of TAN funds and the repayment of principal and interest due at maturity.
- Selects, through RFP process, district banking institution, securities custodian, bond counsel, financial advisor, and Managed Investment Program auditor.
- Oversees the application of current Chairman and Superintendent signatures to district warrants.
- Completes wire transfer entries to record movement of funds between accounts and supervises recording of investment earnings by the Assistant Manager, Cash and Investments.
- Projects long-term cash flow requirements; determines if borrowing is necessary prior to tax collections and disbursements; provides actual and forecasted cash requirements for loan documentation.
- Initiates and records funding of payroll and accounts payable disbursements as requested by payroll and accounting personnel.
- Ensures prompt payment of payroll withholding taxes to the IRS and retirement contributions to Department of Revenue, within guidelines, to avoid penalty.
- Prepares annual department budget and budget narrative.
- Verifies amount and disposition of district revenue from State, Federal, and local agencies.
- Maximizes investment income on investment portfolio consistent with Board policy and State law.
- Monitors cashier for preparation of deposits for delivery to bank(s) for early credit/investment.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; MQ's REVISED: 11/88 MW; BOARD APPROVED: 1/11/89, REVISED MF: 10/95, PBL; REVISED MF, TITLE, MQ's: 6/96 PBL; BOARD APPROVED: 6/26/96; REVISED D&R, PREF.: 6/07 AK; REVISED D&R, MQ & PREF: 7/07 AK; BOARD APPROVED: 8/28/07; REVISED D&R 5/10 LMCK; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

MANAGER, CASH AND INVESTMENTS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X