

DIRECTOR OF TREASURY/CAPITAL FUND COMPLIANCE

DEFINITION

Plans, organizes, and directs a branch of the Accounting and Disbursements Division, with responsibility for treasury operations such as debt management, cash management, and capital fund compliance for the District.

TYPICAL DUTIES

- Develops policies and procedures to ensure internal controls and optimum cash management.
- Develops and implements policies, procedures, training, and acts as the audit liaison for the District's Capital Compliance Program to ensure a system of internal controls for capital funds ensuring legal and tax compliance by addressing key components such as tax and securities law requirements, proceeds tracking, records maintenance, accountability reporting, review intervals, and corrective actions to remedy non-compliance.
- Ensures all investment related activities to maximize the use of cash while maintaining liquidity and safety of principal and adherence to proper internal controls.
- Participates in District level strategic planning, and oversees special administrative and research studies dealing with a wide range of subjects affecting District revenue.
- Identifies potential and actual District exposure to financial risk and liability, and recommends and manages the implementation of risk mitigation solutions.
- Directs and monitors the investment of operating, bond, internal service, and Public Agency Retirement System (PARS) funds.
- Coordinates the work of the Citizens' Bond Oversight Committee ("BOC") and advises the Board of Education, Superintendent, Chief Financial Officer and Chief Facilities Executive on capital compliance issues.
- Provides for the payment of interest and principal on bonds.
- Responsible for the accounting and maintenance of bank accounts, investments, and debt activities.
- Manages debt financing and investment activities to optimize cash flow and investment earnings, and obtains the lowest cost financing for capital projects.
- Administers all District debt issuances with responsibility for fulfilling the District's continuing disclosure requirements, coordinating and reviewing the content of the District's public disclosure documents and tax and other legal documents and other interface as a member of the District team with Financial Advisors, bond and disclosure counsel, trustees, underwriters, rating agencies, County of Los Angeles officials in the Treasurer-Tax Collector and Auditor-Controller offices and members of regulatory bodies.
- Manages cash to ensure liquidity, safety of principal, and a market rate of return on investment.
- Reviews and approves the daily cash forecasting and long-term cash flow analysis.
- Acts as liaison with banks, brokers, underwriters, financial advisors, compliance monitors, and investors.
- Develops and implements policies on Investment and Debt Management including updating Debt Policy and Debt Report and makes board presentations.
- Implements policies on General Obligation bonds, Certificates of Participation, and other District financing activities.

Provides treasury and debt issuance assistance, support, and oversight to divisions such as the Facilities Services Division and the Information Technology Division; and manages and approves all proposals, Board Reports, program plans, and other documents related to capital programs and capital program expenditures to ensure compliance with all legal requirements, including the requirements of Proposition 39, Internal Revenue Service rules, the Securities Exchange Commission, the District's local bond measures, and District policies and procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Director of Treasury/Capital Fund Compliance manages a Branch within the Accounting and Disbursements Division or the CFO's with responsibility for areas such as cash management, debt management, and capital fund compliance.

A Director of Accounting manages a branch of the Accounting and Disbursements Division with responsibility for major accounting and related functions.

The Controller assists the Chief Financial Officer by directing and coordinating the administration of the General Accounting, Accounts Payable, Treasury, Revenue and Payroll Services Branches of the Accounting and Disbursements Division.

SUPERVISION

Administrative direction is received from senior management. General direction is exercised over subordinate management and technical staff.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of accounting, including governmental, tax, and school accounting; program budgeting and accounting; budgetary control; and financial reporting
Principles and practices of capital program budgeting and financial analysis, particularly as they relate to multi-fund source budgets.
Theory of business organization and management
Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting
Laws pertaining to the use of bond and other capital funds, including principles within the California Constitution, tax and disclosures rules related to the issuance and expenditure of bond proceeds
Proposition 39 requirements, electoral laws governing adoption of bond issuances, and the provisions of the District's local bond measures
California School Accounting Manual and the provisions of the Education Code and other laws pertinent to financing, payment of obligations, and accounting for public schools
Basic organization, legal foundation, and financial structure of California school districts
Federal, State, and local laws pertinent to the activities of the branch and Division
Investment principles and practices
Principles of of personnel management including training, employee evaluation, employee relations, progressive discipline, and merit system employment
Collective bargaining law and labor agreements in the District
Knowledge of systems analysis and data processing applications

Ability to:

Plan, develop, and institute procedures for management of multi-millions of dollars, of funds
Coordinate and direct the work of subordinates
Maintain records and manage administrative tasks
Maintain good relations with District and public officials
Direct and coordinate diversified activities through lower-level managers
Evaluate procedures and problems and develop and implement improvements
Analyze complex regulations, laws, rules, and accounting documents
Make and communicate recommendations and decisions
Prepare clear, concise, and effective reports, letters, and other documents
Conduct and participate in meetings and conferences
Make clear and effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, business administration, finance, economics or a related field.

Experience:

Five years of experience above the professional entry level in treasury, finance, capital accounting, or bond program management and compliance; including two years in supervising professional, project management, accounting, auditing, finance, investment or treasury employees.

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised
03-10-14
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