

Specification for Class of

CASH FLOW COORDINATOR ASSISTANT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Cash Management Division of the State Treasurer's Office, assists in the implementation and operation of the cash flow, cash management or investment programs.

Typical Work

Reviews, analyzes and audits bank confirmations (receipts and disbursement) of all State revenues received in the Treasurer's Office to ensure that accounts are accurately maintained as it impacts total State revenues, investments and redemption of warrants; prepares cash flow receipt forms;

Projects incoming and outgoing cash requirements to determine effects on investments;

Analyzes, reviews and makes recommendations for the acceleration of revenue transfers;

Authorizes adjusting entries between banks and/or agencies to maintain effective accounting controls;

Reconciles data processing reports with bank statements; contacts agencies or banks relative to problems or discrepancies;

Maintains and monitors cash drawers; reviews cash policies and procedures and makes recommendations for changes to procedures;

Determines deposit interest to be credited to individual fund accounts and distributes to the appropriate funds;

Performs the functions of the Cash Flow Coordinator in his/her absence;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: public finance procedures of the State of Washington accounting policies and regulations and recognized

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methods of internal control; exposure to local and national money markets and techniques used to accelerate the transfer of revenues; implementation of computer monitoring techniques that aid cash flow calculations.

Ability to: create and maintain cordial and effective working relationships with representatives of agencies and financial institutions; make cash flow decisions and projections on a daily basis that will maximize the yield on State monies; analyze bank accounts and give recommendations concerning bank corrections and confirmations; make recommendations to improve cash management.

Minimum Qualifications

A Bachelor's degree in business administration, economics or closely allied field.

AND

One year of planning, accounting or auditing experience with cash flow.

A Master's degree in a field mentioned above may be substituted for the required experience.

Additional qualifying experience may be substituted, year for year, for education.

Note: Specified college-level courses in banking or finance may be required under selective certification.

New class: 6-10-83

Revised definition: 6-13-86

Revised definition: 2-15-91