

Specification for Class of

CASH FLOW COORDINATOR

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Coordinates and manages a cash flow, cash management, or investment activity within the Cash Management Division of the State Treasurer's Office; or is designated by statute to direct the cash management activities of the Employment Security Department; or coordinates and manages the cash flow of all agency revenue of the Department of Labor and Industries.

Typical Work

Coordinates daily incoming cash receipts with cash disbursements to determine the State's net cash position in order to make daily investment decisions, or to assure maximized interest earnings on T.F. deposit transfers;

Consolidates deposit data from depositing and disbursing agencies, State banks, Finance Committee, qualified State agencies and the Treasurer's Investment Accounting Section, projecting the availability and subsequent investment of temporarily surplus funds;

In Employment Security, serves as chief advisor to agency executive staff on the status, operation and use of State and Federal funds;

Maintains current understanding and knowledge of local and national money markets, investment security options and public finance procedures;

Negotiates daily with numerous local and national banks and brokerage firms identifying and purchasing the highest yielding securities that will satisfy the State's cash flow requirements;

Administers the Unemployment Trust Fund for the State; directs movement of cash to, from and within the U.S. Treasury, State Treasurer and local fund accounts;

Computes and negotiates appropriate compensating balances which serve to compensate banks for services provided to the State;

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Oversees electronic fund transfers expediting receipt and transmission of State revenues;

Initiates legislative proposals and policy recommendations;

Assists in administering the Treasurer's Time Certificate of Deposit Program;

Manages cash flow of trust funds held outside the Treasury;

For Employment Security, directs management of six local fund bank accounts;

Performs other work as required.

Knowledge and Abilities

Knowledge of: laws and statutes regarding operation, use and status of State and Federal monies; local and national money markets, investment security options, a general understanding of public finance procedures.

Ability to: make investment decisions on a daily basis; implement fund monitoring techniques; make cash flow projections to effect the highest yield on invested State monies.

Minimum Qualifications

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

AND

Two years of business or public administrative experience, one year of which is directly dealing with cash flow planning and short-term investments.

A Master's degree in a field mentioned above may be substituted for one year of nonspecialized experience.

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

New class: 10-29-76

Revised definition, general revision: 10-10-80

Class code change (formerly 1285): 6-10-83

Revised definition: 9-13-83

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Revised definition: 2-15-91