



THE HONORABLE  
**GWEN MARSHALL**

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

**HUMAN RESOURCES DIVISION**

**Job Description**

**APPLICATION DEADLINE – OPEN UNTIL FILLED**

**Job Title:** TREASURY MANAGER

**Position Number:** 02230A

**Division/department:** Finance

**Pay Grade:** 82

**Pay Range:** \$58,683.27 - \$91,416.93(Exempt)

**DESCRIPTION:**

The Treasury Manager is responsible for the day to day administration and oversight of the treasury management activities of both the Board of County Commissioners (County and Clerk of the Circuit Court (Clerk), including cash flow, investments, banking, and debt. The Treasury Manager oversees the implementation of cash controls and fraud prevention procedures to safeguard assets. In addition, works collaboratively with outside investment advisors, consultants and other County agencies to ensure that transactions are properly accounted for in accordance with governmental accounting practices and policies. Supervision is exercised over subordinate professional and administrative personnel.

**DUTIES AND RESPONSIBILITIES:**

The list of essential functions outlined here is representative of the tasks performed in this position. The omission of essential functions does not preclude the assignment of additional duties not listed:

- Administers the procurement of financial services for the County and Clerk, including preparing requests for proposals and managing the solicitation of bids.
- Forecasts cash requirements to fund payment of financial obligations. Transfers cash between investment and bank overnight sweep account to optimize returns.
- Responsible for recording all financial activity for debt and investments.
- Prepares monthly, quarterly, and annual investment reports.
- Calculates investment earnings and adjustments to fair value for all investments and allocates earnings to participating funds.
- Coordinates Investment Oversight Committee (IOC) meetings, and prepares and presents investment reports at each meeting.
- Monitors and reports on the external investment manager compliance with the Investment Policy.

[WWW.CLERK.LEON.FL.US](http://WWW.CLERK.LEON.FL.US)

PHONE: 850.606.4010 • FAX: 850.606.4173 • 301 SOUTH MONROE STREET, #100 • TALLAHASSEE, FLORIDA 32301  
LOCATED IN SUITE: #780, COURTHOUSE ANNEX, 315 SOUTH CALHOUN STREET

**Duties and responsibilities (cont.):**

- Administers and oversees the County's debt portfolio and debt-related cash and investment accounts to ensure compliance with bond indentures and demonstrates fiscal responsibility to citizens, bondholders, bond insurers, and bond rating agencies.
- Reviews all debt related documents prior to issuance and makes recommendations for changes.
- Responsible for preparing/reviewing ongoing required disclosures related to bond and other debt documents.
- Assists financial institutions and rating agencies with inquiries relating to the County's debt.
- Maintains current amortization schedules, wire instructions, and paying agent information.
- Supervises and participates in the development and modification of systems, controls, procedures and forms to promote effective and efficient revenue collection operations of the Clerk, and coordinates cash management efforts with other County agencies.
- Responsible for ensuring that all Clerk and Board bank accounts are reconciled timely and ensures timely resolution of reconciling items.
- Assists the Clerk and Board with utilization of electronic banking services including use of Automated Clearing House, positive pay and direct deposit for the receipting and disbursement of funds.
- Manage treasury/cash management operations and monitor daily cash positions including providing review and reporting of balances, investment results and controls to the Finance Director.
- Prepares all client schedules and note disclosures for financial activity for cash, investments, and debt required for the external audit, arbitrage audit, special financial reports, and the CAFR.
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- Keeps current with Federal and State Regulations, Governmental Accounting Standards Board (GASB) pronouncements and implements the new accounting standards, particularly as they relate to cash, investments, and debt.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, or Business Administration. A minimum of four (4) years of progressively responsible professional accounting experience, government accounting and/or treasury management experience, preferably experience in development and administration of cash management, invest of public funds and public debit administration activities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Certified Public Accountant (CPA) is required.

**KNOWLEDGE, SKILL, AND ABILITIES:**

General knowledge of the theory, principles, methods, and practices of accounting and specific knowledge and experience in cash management. This classification is expected to use tact and discretion in obtaining

compliance with the IRS regulations surrounding debt issues and local government requirements and policies, and must use initiative and judgement in anticipating and solving problems. General knowledge of the laws, ordinances, and regulations governing governmental financial matters; ability to analyze revenue billing and collection problems and to recommend and establish adequate systems and products of reporting to provide information required for effective administration; general knowledge of modern office methods, practices, and equipment; ability to complete complex financial analysis of accounts and funds and prepare and evaluate financial systems; ability to effectively interact with all levels of associates and external business partners; ability to effectively prioritize and execute tasks in a high-pressure environment; very strong written, oral, and interpersonal communication skills; Must have ability to operate a computer and be proficient with Microsoft Office Suite.

**COMPENSATION AND BENEFITS:**

This position receives base salary plus benefits for an exempt position. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. All employees may be given duties not specifically listed in this document. Regular attendance is a requirement of the position.

**How to Apply/Contact:**

Applicants must use the Leon County Clerk of Courts and Comptroller Employment Application form available at the following link: <https://cvweb.clerk.leon.fl.us/public/login.asp>. You may choose to download the application form from the website or complete the application form online and submit it via e-mail. Applications will remain active for a period of six (6) months from the date received.

Completed applications and resumes may be submitted via online electronic application, by mail, in person or by fax.

If submitting applications by paper, please mail or deliver applications to:

**Leon County Clerk of the Circuit Court and Comptroller  
Attn: Human Resources Division  
301 S. Monroe Street, #100  
Tallahassee FL 32301**

If submitting the application and/or resume by fax, please transmit to: **850-606-4173**

Should you have questions and or concerns, you may contact the Human Resources Manager, Mr. Lorenzo L. Howard by voice at (850) 606-4017 or e-mail: [llhoward@leoncountyfl.gov](mailto:llhoward@leoncountyfl.gov)