

MANAGER, *Treasury Operations*

San Mateo County
TRANSIT DISTRICT

The **San Mateo County Transit District** is the administrative body for public transit and transportation programs in San Mateo County, California: SamTrans bus service, including Redi-Wheels paratransit service, Caltrain commuter rail service and the managing agency for the San Mateo County Transportation Authority. The District transports approximately 32 million customers a year and is one of the nation's top transit agencies. We look forward to continuing our leading role in meeting the transportation challenges of the future.

The SamTrans' 2015-2019 Strategic Plan states that it will help to manage challenges by connecting the District's vision to everyday actions. This includes identifying three priorities that define what the District should strive to do every day: expand mobility options for its customers, strengthen its fiscal health and become a more effective organization. These priorities embody what the District should do to remain relevant and healthy over the long term and improve its service to San Mateo County. The Manager, Treasury Operations will play a significant role in helping the District reach its fiscal goals.

As the **Manager, Treasury Operations**, you will manage banking, investments, debt, cash flow, and bond and debt issuances in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB), administer cash management actions including recording of investment and debt activities, develop and maintain the cash flow forecasting and day-to-day cash reporting, maintain compliance on all bond and debt issuances including annual repository, certificate filings, and arbitrage calculations and manage and develop internal control procedures to limit exposure in the Treasury Department, taking corrective action as appropriate.

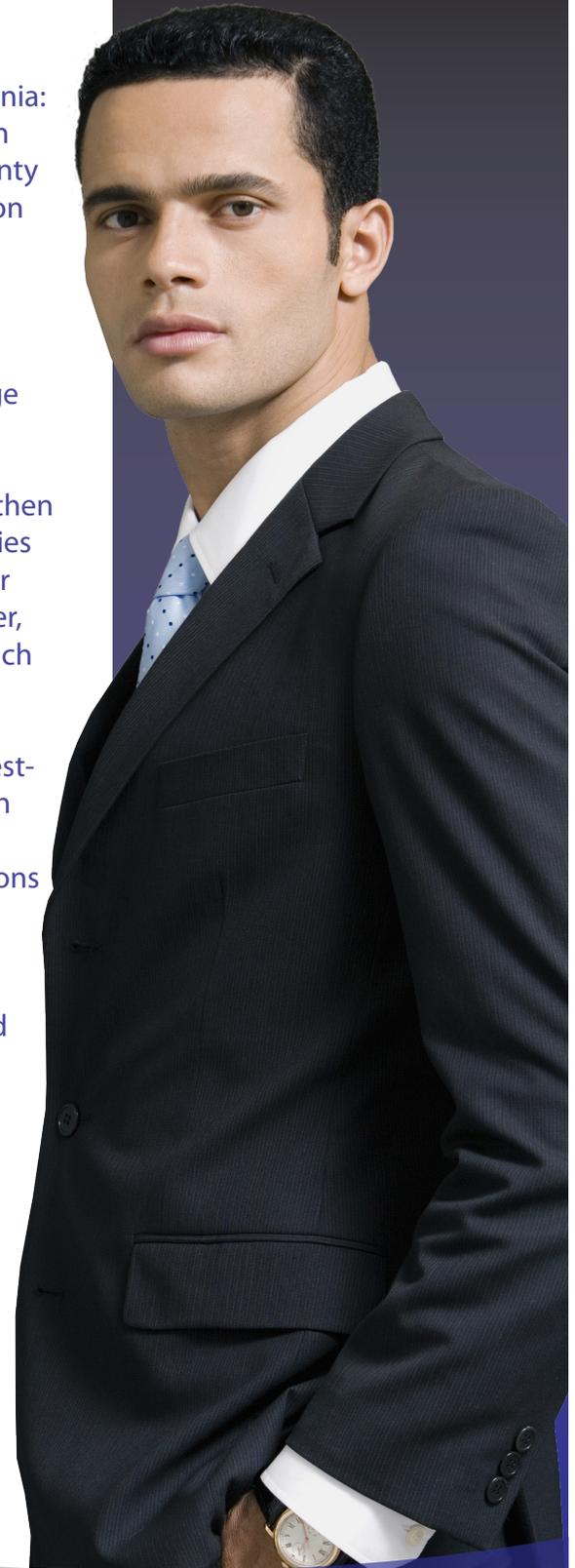


We are an equal employment opportunity employer.

San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070
www.smctd.com/jobs

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 <https://www.linkedin.com/company/samtrans>



Examples of Duties

- Ensure the reconciliation and accuracy of journal entries and general ledgers.
- Oversee the preparation of banking and investment documents.
- Oversee the preparation and review of monthly Financial Statements and Treasury Reports for accuracy (e.g. Staff Reports, Comprehensive Annual Financial Report, and Investment Reports).
- Ensure completion of arbitrage calculations including recording any necessary journal entries within legally required time-frames.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

Our Ideal Candidate

- Will be very analytical with strong financial analysis modeling and forecasting skills.
- Will be able to stay abreast of new trends and innovations in the field of Treasury.
- Will have top notch Excel skills and is able to manipulate data and present it in various formats.
- Will be conservative in terms of financial risk and confident in handling it.
- Will ensure appropriate decisions are taken and followed up.
- Has the ability to successfully self-manage, and is comfortable working independently and in a team.

Minimum Qualifications

- Bachelor's degree in accounting, finance, or closely related field
- Five years of full-time experience in the fields of accounting, finance, financial planning and analysis, or treasury; and have governmental treasury, and/or enterprise treasury, and/or bond compliance experience
- Three years of supervisory experience

Compensation and Benefits

The annual salary is **\$110,089 – \$165,134** . Salary is commensurate with experience and qualifications.

Current benefit features include:

- 26 days of paid time off per year to start
- Seven paid holidays, plus up to five floating holidays per year
- Medical, dental, vision care, group life insurance and Flexible Savings Account
- Free Bus Transportation for employees and qualified dependents
- Reimbursable Commuter/Carpool Programs; up to \$235 per months
- Tuition Reimbursement Program for career advancement
- 457 Deferred Compensation Plan for retirement
- Social Security and California Public Employees Retirement Systems (CalPERS) **CalPERS Retirement Benefit**
- Classic Employees - 2.0% @ 60 benefit, 3 year average highest compensation
- New Employee - 2.0% @ 62 benefit, 3 year average highest compensation

How To Apply?

The application deadline for this position is on **Friday, March 22, 2019**. You must submit a completed application and resume in order to be considered for this position. Incomplete or late applications will not be considered.

Apply 24 hours a day through our online application system at www.smctd.com/jobs.

Selection Process

The process may include a panel interview, written or skills test assessments. Only those candidates who are most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the selection process.

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