



JOB OPENING
July 22, 2014

JOB TITLE: Manager, Treasury Operations
DEPARTMENT: Treasury

Location: New York City

BASIC FUNCTION: Support Treasurer and Senior Directors of Treasury Operations and Debt Management for New York Job Development Authority (JDA); manage all JDA investment portfolios, and assist with managing liquidity facility. Integral role in duties related to all ESD Treasury operations. Back up for Director Cash Management.

WORK PERFORMED:

- Integral role in duties related to ESD Treasury operations including: daily cash package creation and review, bank account administration, approval of wire transfers, managing financial system, investments, requisitions, accounting liaison, preparation of collateral reports, callable investment reports, banking/financial system reconciliation
- Responsible for JDA debt service on fixed rate bonds, variable rate bonds and commercial paper notes, Execute ACH drawdown and wire transfers of lockbox funds,
- Coordinate and assist in all issues relating to the remarketing agents and letter of credit providers and trustees for JDA
- Serve as liaison between N.Y.S. Department of Taxation and Finance, Division of the Treasury in managing JDA's investment and debt portfolios
- Maintain Commercial Paper Program and serve as primary contact.
- Responsible for JDA financial reporting, arbitrage requirements, and production of monthly loan rates report for fixed and variable lending
- Handle special projects and research related to ESD and JDA
- Assist with managing the Cash Package Activity Database
- Review the work of the Treasury Analyst
- Serve as one of the backups for Cash Management desk.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor Degree in Accounting/Finance

Relevant experience required: Minimum 8 years experience in financial services industry/treasury/accounting

Knowledge required: Working knowledge of Treasury Management Systems and various financial application software systems, Excellent Excel and Analytical skills.

APPROXIMATE HIRING SALARY: Up to \$67,000

INQUIRE:

Rahshib Thomas, Sr. Human Resources Manager

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER