

The Maryland-National Capital Park and Planning Commission

TITLE: Investment Manager
SERIES: Accounting and Finance

GRADE: J **CODE:** 2110
DATE: 1/13/88

Class Definition

Under direction, supervises Cash Management Unit to perform professional investment work, involving considerable responsibility, complexity and variety. Works in the Finance Department. Manages the receipt, deposit, investment and disbursement of Commission revenues for each county. Performs other related duties as assigned.

Examples of Important Duties

1. Plans programs. Defines goals and objectives for Unit. Sets standards. Develops policies and procedures. Coordinates activities with other Commission units and government agencies.
2. Supervises Unit. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
3. Manages bank accounts. Assists in writing bid specifications for banks. Obtains bids. Assists in evaluating bids. Opens checking accounts for Commission (e.g., payroll, petty cash, general disbursements). Monitors and collects Commission revenues from all sources (e.g., property taxes, sale of bonds, permit fees). Deposits funds in Commission bank accounts. Monitors account balances. Transfers funds among accounts. Works with Commission units to obtain payment of bad checks. Reconciles monthly statements. Estimates future revenues and cash balances. Writes periodic financial reports.
4. Invests funds. Analyzes bank accounts and Commission financial requirements to estimate excess cash available from short-term and long-term investment. Purchases safe, short-term investments (e.g., repurchase agreements, certificates of deposit) maturing in 1-90 days. Recommends long-term investments. Monitors investments daily to identify and reinvest maturing investments. Estimates future revenues from investments. Writes periodic financial reports.
5. Pays bonds. Wires funds to bank to make payment on Commission bonds. Makes journal entries. Writes periodic financial reports.
6. Monitors insurance claims. Receives periodic statements from Contract banks on claims paid to Commission employees. Makes journal entries to adjust cash accounts.

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Examples of Important Duties

7. Keeps records. Maintains records of revenues, bank accounts, investments, expenditures, time cards and other data for Unit. Writes periodic administrative reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting; (2) business administration; (3) Commission organization*; (4) Commission policies and procedures*; (5) equal employment opportunity; (6) financial management; (7) Merit System regulations; (8) supervision; (9) cash management.
- B. Skill in operation of (1) auto; (2) microcomputer; (3) user-friendly software.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) organize work efficiently.

* Developed primarily after employment in this class.

Minimum Qualifications

1. Bachelor's degree in accounting, finance, economics, business administration or related subjects; and
2. Four years of accounting or financial management experience; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Considerable pressure to meet deadlines.