

TREASURY ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class performs professional cash management activities at the Westchester Medical Center including: cash flow analyses, preparation of financial statements, analysis of financial trends, supervision of the Cashier's Office, initiating and recording wire transfers and investment transactions, and acting as the liaison with the cash application unit in the Division of Patient Accounts. Work involves independent judgment and good knowledge of modern banking procedures and financial analysis. Supervision is exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in financial operations such as preparation of financial statements and reports, cost and statistical statements, studies and forecasts;

Provides technical advice and assistance within the framework of established accounting principles, theories, concepts and practices and current regulatory requirements;

Participates in the preparation of schedules and financial statements required in the annual year-end closing process;

Prepares written reports which may involve issues such as return on investments, discounted cash flow, internal rate of return, risk analysis, ratio analysis, variance analysis and forecasting;

Compiles and prepares monthly cash flow analysis and financial reports;

Monitors, reviews and reconciles all bank accounts to ensure accurate recording of all information;

Supervises and coordinates the daily operations of the Cashier's Office to ensure the accurate deposit of receipts;

Performs financial management activities in a complex automated accounting environment;

Initiates and records wire transfers and ensures records are accurate;

Initiates and records investment transactions as defined by predetermined criteria and directed by executive management;

Performs related fiscal/administrative functions to ensure smooth and effective department financial operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, theories, techniques and procedures of modern banking; good knowledge of the principles and techniques of financial analysis; good knowledge of financial system designs and procedures; knowledge of trends and developments in the investment community as they affect the public sector; ability to compile, consolidate and analyze complex financial statistics identifying critical factors in order to draw conclusions; ability to establish and maintain effective working relationships; ability to apply established banking and accounting principles and techniques in a government operation; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral and written directions, regulations, laws, etc.; ability to maintain a complex account keeping system in an automated environment; discretion, tact; resourcefulness; initiative; integrity; thoroughness; accuracy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and satisfactory completion of 12 credits* in any combination of accounting, economics, finance or business administration courses and six years of experience in fiscal management, banking or accounting which must have involved cash flow or investment analysis, one year of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits* in Business Administration, Accounting, Finance or closely related field may be substituted on a year for year basis for up to four years of the above required experience. No substitution is allowed for the one year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
MVV3

Job Class Code: C2946
Job Group: X