



MIAMI-DADE COUNTY PUBLIC SCHOOLS Office of Treasury Management

Miami-Dade County Public Schools (M-DCPS), a dynamic and innovative school district and the fourth largest in the nation, is accepting on-line applications for the position of **Treasurer**, Office of Treasury Management. Minimum salary range \$106,245. to \$164,000.

OCCUPATIONAL SUMMARY

The Treasurer reports directly to the Chief Financial Officer, as the chief treasury officer, and serves as principal advisory to the Chief Financial Officer in the financial areas of cash management, investment management, funds receipt and disbursement, and capital debt management.

EXAMPLE OF DUTIES

1. Provides overall direction, through intermediate supervisory staff, to a group of employees engaged in the receipting, disbursing, investing, coding, and depositing of all School Board funds.
2. Reviews market conditions and the investment of excess funds of the school system according to Board Rule. Recommends Rule changes to be incorporated through the Treasury Advisory Committee action according to developments in law and circumstances.
3. Reviews projections for cash flow and analyses, submitting monthly statements to management and School Board. Prepares annual budget for District-wide interest revenue and debt service expenditures, including computation of debt service tax levy approved by voters.
4. Analyzes legislation and program requirements and recommends changes in same.
5. Reviews and prepares, as needed, required financial reports, Board agenda items, and analyses of revenues, debt and investments.
6. Implements and manages the District Debt Programs, which include the issuances of General Obligation Bonds, Certificates of Participation, Revenue and Tax Anticipation Notes, Master Equipment Lease(s) Derivative/Swap, and alternative forms of financing. Includes but is not limited to, cash flow projections, legal documents related to closing, agenda items, and resolutions. Works with bond counsel and financial advisor to coordinate the successful sale of debt.

7. Interprets statutory requirements and Board regulations as required.
8. Directs the management of the Early Retirement Program portfolio, which includes equities and fixed income securities.
9. Plans the issuance of specific series of general obligation bonds or certificates of participation, including the performance of necessary cash flow analyses, fiscal impact on the District and alternative financing if appropriate.
10. Serves as staff liaison to the Board's Financial Advisor, Bond Counsel, underwriters, and rating agencies for issuance of debt.
11. Coordinates staff assignments for the completion of official statements or offering circulars for District debt.
12. Reviews and/or develops capital finance plans and alternative financing arrangements, such as private lease-purchase, interim financing, and pooled certificates of participation, and recommends implementation of such arrangements as warranted.
13. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Master's degree in Finance, Accounting or Business Administration and/or Certified Public Accountant designation.
2. Eight (8) years of progressive experience in Finance, Accounting or Treasury Management.
3. Five (5) years of progressively responsible supervisory experience.
4. Demonstrated ability to communicate effectively in both written and oral forms.

If interested in applying, M-DCPS has implemented a web-based registration and application tool thru e-Recruiting, for new candidates and/or current employees. Please use the following link to apply and submit required documents for this position: <http://jobs.dadeschools.net/Apply.asp>

APPLICATION DEADLINE is Friday, March 31, 2017 at 4:00 p.m. Please attach a RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION dated within one year to your profile. If there are any questions, please contact Ms. Lourdes Rodriguez, Recruiter at 305-995-1136 or Mr. Jorge Rubio, District Director at 305-995-7247 or email rodriguezl@dadeschools.net