



<b>Job Title:</b> Deputy Chief, Treasury & Debt Mgmt.	<b>FLSA Status:</b> Exempt
<b>Salary Grade:</b> 36	<b>Reports To:</b> Chief, Treasury & Debt Mgmt.
<b>Salary Range:</b> \$78,105 - \$87,294	<b>Amended Date:</b>

**Job Summary/ Objective:**

The Deputy Chief supports the Office of Treasury & Debt Management by implementing and maintaining the County's cash and debt management, investment activities, and banking/financial operations. The Deputy Chief supports compliance with the Treasury Division's policies and procedures, and strives to create efficiencies, find and recommend improved systems and procedures, and strengthen the Division's internal controls and cybersecurity to safeguard the County's assets. The Deputy Chief serves as Acting Chief in the Division Chief's absence.

**Supervisory Responsibilities:**

- None.

**Essential Functions:**

- Monitors cash balances and makes decisions regarding cash movements between multiple operating and investment accounts to ensure liquidity, maximize investment income and minimize banking fees;
- Prepares periodic cash position and cash flow reports, and updates capital project spend plans;
- Maintains banking/financial infrastructure including opening/closing bank accounts, recommends new treasury products and services, optimizes bank account structures, administers online banking systems and bank fee analyses, and reviews bank fees and recurring user access/entitlements;
- Collaborates in the issuance of debt;
- Monitors each debt issue, maintains payment and other relevant schedules, prepares reimbursement requests, manages debt service payments, ensures compliance, and prepares year-end schedules;
- Reconciles investment and debt balances to the general ledger and allocates interest income to participating funds/agencies;
- Maintains and updates treasury workplans, procedures and internal control documentation.
- Works with Finance, IT and other departments on special projects related to cash, banking and disbursement systems;
- Performs other related duties as assigned

### ***Competency: Knowledge/ Skills/Abilities:***

- Proficiency in finance/treasury practices including cash management operations, banking practices, cash flow forecasting, and debt management.
- Working knowledge of ERP systems.
- Strong computer skills on various software products and systems including automated general ledger, spreadsheets, word-processing, etc.
- Excellent communication (written and verbal), analytical, complex problem-solving skills, and interpersonal skills.
- Highly self-motivated individual able to function in a fast-paced environment with limited supervision and direction.
- Handle multiple tasks under tight deadlines.
- Think ahead with strong attention to detail and accuracy.
- Maintain a collaborative and innovative spirit to continually improve business processes.
- Establish and foster strong professional working relationships at all levels across, within and outside of the organization.

### ***Required Education and Experience:***

- Requires bachelor's degree in Accounting, Finance and/or a similar field.
- Minimum of five years of relevant experience, or an equivalent combination of education and experience. Most important is related professional experience.

### ***Preferred Qualifications/Certifications:***

- Certified Government Financial Manager, Certified Government Finance Officer, Certified Public Finance Officer or an equivalent designation is desirable.

### ***Physical and Mental Requirements:***

- Works typically sitting in an office with occasional walking, light lifting and other limited physical activities.
- Regular contact with department leadership staff including County Executive's Office, and other County officials is necessary.
- Occasional travel to state and regional meetings is necessary.

### ***Remote Work:***

This position is eligible for a hybrid remote work schedule that is in compliance with the County's Remote Work Policy and meets the operational and service needs for the position. All County staff must maintain residence within the Commonwealth of Virginia.

***Albemarle County Core Values:***

Albemarle County holds its employees to the highest standards in fulfilling the County's Vision and Mission. We believe in excellence in public service through

**Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission.

**Integrity:** We value our customers and co-workers by always providing honest and fair treatment.

**Innovation:** We embrace creativity and positive change.

**Stewardship:** We honor our role as stewards of the public trust by managing our natural, human, and financial resources respectfully and responsibly.

**Learning:** We encourage and support lifelong learning and personal and professional growth.