

INVESTMENT OFFICER

The Loudoun County Treasurer's Office is currently seeking qualified applicants for an Investment Officer. The successful candidate will work directly with the Treasurer to manage the County's investment portfolios and perform cash management and treasury functions. The position is responsible for monitoring balances and maintaining appropriate levels of liquidity by coordinating investment activities of the County's investment portfolios and bank balances to meet cash flow needs for County and schools; researching and recommending investments in accordance with State and local investment policies; making sure all policies and procedures are in compliance to state code; acting as an intermediary between the County and primary financial institutions and facilitating with County departments for any future banking service needs; oversight of all treasury cash management responsibilities for the County; safeguarding county assets by staying up to date with risk management and fraud procedures; responsible for all banking related RFP processes; preparing account registration for new bond accounts and maintaining bond issue accounts; preparing and presenting reports to the Finance Board; handling special projects as assigned, and collaborating with the Investment Analyst in a team environment.

The successful candidate must be exceptionally detail oriented with excellent oral and written communication skills, and be proficient in Microsoft Office products. Applicant must demonstrate the ability to multi-task in a time sensitive environment and be able to pro-actively work independently.

Requires any combination of education and experience equivalent to a Master's degree in Business Administration, Public Finance or related field and four (4) years professional level and portfolio management experience, to include some supervisory experience. Working knowledge in accounting and financial reporting required.

Should possess the ability to plan, direct, coordinate and implement cash and treasury management programs county-wide and demonstrate prior experience in developing cash flows. Bilingual Spanish/English encouraged.

Successful candidate will undergo a criminal background and credit check.

Hiring Range: \$64,582-\$93,935. Recruitment #18-A2-0194. Apply immediately. Visit our on-line employment center at www.loudoun.gov for more information and to apply. EOE