



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Deputy Director State Investments and Banking
Division: State Investments and Banking
Location: Springfield, Illinois
Salary: Commensurate with experience

Overview: The Deputy Director State Investments and Banking serves as second-in-command of the division, providing multifaceted, managerial support in planning, organizing, and directing all aspects of the division including: development and administration of policies and internal controls, management of state investment portfolio, recording and reconciliation for deposits of state monies, and creating more efficient methods of payment processing.

Duties and Responsibilities:

- Provides immediate support to the Director State Investments and Banking in managing Division operations and executing assigned responsibilities.
- Collaborates with the Director State Investments and Banking in strategic planning and program implementation pertinent to the Division.
- Assists in monitoring and managing the Illinois State Treasurer's investment portfolio including short- and long-term investments, time deposits, and other financial instruments in accordance with policies set by the Treasurer and Illinois law.
- Analyzes and determines the daily cash flow of receipts and disbursements for determining investment positions
- Assists in directing changes or enacting new policies in the State Investments and Banking Division when required.
- Works with the Director of State Investments and Banking to execute RFP's for banking services and facilitates relationship-building with contractual financial institutions and the Treasurer's Office.
- Works with the Cash Management Officer on the reporting and analysis for the State investments portfolio.
- Assists the Director of State Investments and Banking to provide more efficient methods of payment processing service, lockbox, check processing and other payment processing alternatives.

Specific Skills:

- Excellent communication, organizational and analytical skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Contract negotiation skills
- Ability to multi-task and work in a team environment

Education and Work Experience: Bachelor's degree in accounting/finance or any related field; five (5) or more years of experience in areas of Treasury, Banking and/or Cash Management and two (2) or more years of management experience. A Certified Treasury Professional (CTP) or Chartered Financial Analyst (CFA), or an equivalent certification is preferred, but not required.

Certificates and Licenses: CTP, CCM Certification preferred, with knowledge of GAAP, GASB, and FASB accounting and reporting requirements.

Application Process: Send completed application including letter of interest and resume via email to

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States • Posting from 01.28.19 to 02.22.19.

State Capitol
Room 219
Springfield, IL 62706
Phone: (217) 782-2211
Fax: (217) 785-2777
TTY: (866) 877-6013

James R. Thompson Center
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Phone: (312) 814-1700
Fax: (312) 814-5930
TTY: (866) 877-6013

Illinois Business Center
400 West Monroe Street
Suite 401
Springfield, IL 62704
Phone: (217) 782-6540
Fax: (217) 524-3822
TTY: (866) 877-6013

Myers Building
One West Old State Capitol Plaza
Suite 400
Springfield, IL 62701
Phone: (217) 785-6998
Fax: (217) 557-9365
TTY: (866) 877-6013