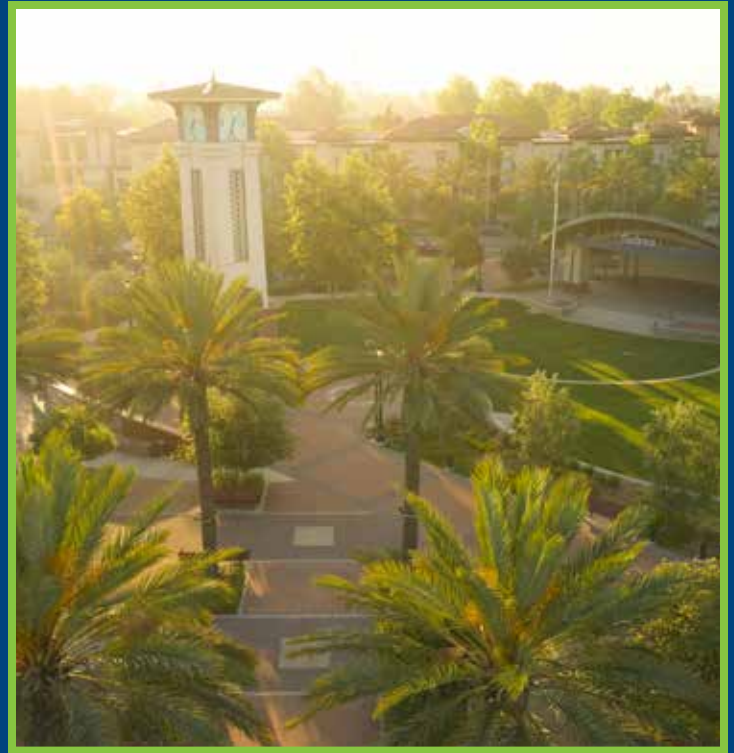




**Investment
and Treasury
Officer**

THE COMMUNITY

Ontario is a progressive city located in southwestern San Bernardino County, California, 35 miles east of downtown Los Angeles and 23 miles west of downtown San Bernardino. Located in the western part of the Inland Empire metropolitan area, it lies just east of Los Angeles County and is part of the Greater Los Angeles Area. The population is approximately 180,000. With sunshine and a temperate climate year around, Greater Ontario is local to all things Southern California- from the mountains to sea, deserts to vineyards, and wide-open spaces; yet still close enough to urban centers, making the City a desirable destination. The City itself offers an array of restaurants and nightlife, an international airport, shopping, major sports venues, and semi-pro athletic teams. The City of Ontario boasts all the amenities of Los Angeles and Orange Counties without the expense, hassle, and traffic. With a highly skilled workforce, reasonable lease rates, quality office and retail development, and more than 130 million square feet of industrial, manufacturing and distribution space, Ontario is an incredible community for business. Ontario is known as the "Gateway to Southern California." With three major interstates, two railroads and the Ontario International Airport, the City of Ontario offers direct access from Los Angeles to the rest of California, and to North America.



CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Management Services, Community Life & Culture, Community Development, Economic Development, Public Works and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,500 full-time and 300 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community. The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of City government; and the City Manager is appointed by the City Council to implement policy and manage day-to-day operations. All Council Members serve at large and serve four-year terms. Every even-numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority.

We invite you to learn more about the City of Ontario by reviewing the City's website: <https://www.ontarioca.gov>



THE POSITION

The Investment and Treasury Officer will assist with the investment of the City's portfolio and the administration of the City's investment and cash management programs; perform credit analyses of corporate and financial institutions; prepare and reconcile investment income reports and develop cash flow forecasts; prepare market analysis and investment strategy recommendations; perform treasury functions such as banking, cash handling, and cash management; provide analytical and administrative support for special projects; perform other duties related to investments, revenue and cash management as required. This position may have supervisory duties.



Essential job functions include, but are not limited to:

- Participate in the administration of the City's banking, cashiering, cash handling, and vault operation programs.
- Oversee the day-to-day oversight and management of the City's investment portfolio.
- Assist and advise cashiers in other departments in handling transactions in accordance with the established cash handling guidelines.
- Coordinate with departments to process incoming and outgoing wires, ACH payments, returned checks, credit card chargebacks, and returned ACH payments.
- Manage City bank accounts and execute wire transactions in accordance with City policy.
- Preparation of a variety of reports, such as the monthly Treasurer's Portfolio Summary Report, and the annual statement of investment policy.
- Perform a variety of research, analytical, and reporting activities that support the investment strategy and planning process and run reports in various software systems (the City uses Bloomberg).
- Monitor the investment pricing, market, and revenue trends.
- Research and analyze new investment opportunities and open cash investment accounts.
- Assist with and perform trade and interest calculations.
- Collaborate with interdepartmental financial project managers/analysts on revenues and disbursements, process payments to develop accurate cash forecast schedules.
- Perform related duties as assigned.

This is an exciting time for the City. The City has properties and business investments in various key areas such as Downtown/ Euclid District, the Ontario International Airport, Holt Boulevard, the Toyota Arena, Ontario Ranch, Regional Sports Complex, and the Ontario Convention Center District; and directing and managing the implementation of projects and programs in these areas of the City. Ontario Ranch was the highest selling master planned community in California and 6th in the nation in 2021 and in the top 15 for the past 3 years.

The individual selected to assume this position will be expected to:

- Foster a work environment that encourages communication, team collaboration, employee development and growth; and motivates high performance and accountability.
- Assist in developing and implementing strategic plans, policies, and procedures.
- Cultivate new and continuing relationships with colleagues and key stakeholders and support the City's business and development interests.
- Enhance sustainability through efforts that advance innovation and entrepreneurship.

THE IDEAL CANDIDATE

The ideal candidate will be a positive and collaborative leader with effective decision-making skills who will focus on what is best for Ontario's community today and in the future. The successful candidate will embody the values of the City's Approach to Public Service – Commitment to the Community, Excellence through Teamwork, and Doing the Right Thing the Right Way. A passion for local government and a strong desire to make a positive impact on this community is a must. As this is a fast-paced and busy working environment, the selected candidate should be even-keeled and able to exercise patience and a supportive management style, with the ability to roll up one's sleeve, hit the ground running, and adapt to changing priorities. The successful candidate will demonstrate and encourage collegial teamwork and collaboration to ensure high performance and quality deliverables. A proven track record of building and maintaining positive working relationships and consistent communication throughout all organizational levels is required.

Key Attributes and Characteristics

- Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, state, and federal agencies, and other stakeholders.
- Excellent communication skills and professionalism with the ability to provide verbal and written reports relatable to various audiences.
- Solid personnel management and a positive leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.

FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong Leaders, Thinkers, Operators, Communicators, and Public Servants.

- **Leaders** – Ethical, Hard-Working, Respectful, Self-Aware
- **Thinkers** – Analytical, Creative, Strategic, Vision
- **Operators** – Expert, Mission, Structured, Tactical
- **Communicators** – Clear, Diplomatic, Intuitive, Listener
- **Public Servants** – Dedicated, Empathetic, Involved, Professional

QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Finance, Accounting, Economics, Public Administration, Business Administration, or a closely related field.
- Three years of progressively responsible experience in finance and/or treasury/investments.
- Finance and treasury/investment experience in a government or public agency is highly desirable.
- At least one year of lead or supervisory experience is preferred.
- Chartered Financial Analyst (CFA), Certified Treasury Professional (CTP), and/or Certified California Municipal Treasurer (CCMT) is preferred.

SALARY AND BENEFITS

\$110,136.00 - \$133,868.80 effective July 2, 2023

\$120,598.40 - \$146,577.60 effective July 2024

The City pays competitive benefits that include:

- CalPERS Classic 2.5% @ age 55 and PEPRA 2% @ age 62. City contributes to Social Security (employee contribution 6.2%).
- Deferred Compensation 401a – The City provides a monthly contribution of \$200.00.
- Medical Benefits through Kaiser, Anthem Blue Cross, Blue Shield, Health Net, Sharp Health Plan, and United Healthcare plans; the City pays up to \$2,250.07 per month.
- Dental benefits through Delta Dental Insurance- The City pays up to \$117.12 per month.
- Vision benefits through Vision Service Plan (VSP)- The City pays up to \$17.24 per month.
- Holiday- 13 paid holidays a year
- Annual Leave- 192 hours accrued in first year of employment.
- Management Leave- 40 hours per calendar year
- Work Schedule- 9/80

To view the City's benefit plans, please click [HERE](#).



APPLICATION AND SELECTION PROCESS

The final filing date is Monday, May 6, 2024.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/ontario-investment-treasury-officer/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For more information, contact:



Peter Smith

(510) 342-3233

peter_smith1@ajg.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.