

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY - LOCATION
– 71 MAIN ST. W., 1ST FLOOR)

INVESTMENT ASSISTANT

SUMMARY OF DUTIES

Reporting to the Chief Investment Officer, the Investment Assistant provides support and input into financial analysis, scenario analysis, comprehensive confidential and analytical services demonstrating responsibility and leadership in accordance with Municipal and Corporate policies and procedures to ensure the smooth function of various investment strategies and financial obligations for the City of Hamilton. Co-ordinate administrative activities within the Division and follow-up on outstanding issues. Work independently on multiple activities and ensure deadlines are met and established procedures followed. The Investment Assistant also supports the development of financial analysis and tracking to support informed decision-making of the Financial Portfolio's inter-program or service-specific policies and priorities as well as is responsible for the delivery of financial and technical support to the Supervisor and Senior Financial Analysts.

GENERAL DUTIES

Support in the research, development and formulation of recommendation for both short and long term fiscal strategies, and finance/budgetary policies in accordance with City strategic directions, guidelines and requirements of Provincial Legislation.

Verify and analyze daily Custodial and Banking on-line data to aid cash flow forecasting, transferring financial assets by letter or issuing promissory notes under time deadlines and ensuring debt repayments are paid, as well as resolve trade discrepancies.

Maintain accurate written investment records of trades for Chief Investments Officer to invest. Implement all short-term borrowing purchases through dealers maximizing rates of returns within the terms of the Investment Policy.

Input and maintain City's Royal Bank Electronic Banking System (EFT) for wire transfers necessary to complete City's investment management system.

Analyse and reconcile daily records required to maintain accurate reports for accounting procedures.

Analyse and revise documentation required for specific investment transactions, composing complex letters and maintaining accurate up-do-date investment records of signing authority, various U.S./Canadian Settlement instructions and contact lists.

Compile information and prepare economic and financial exhibits in Excel, Word and Powerpoint which enable staff and outside agencies to be informed of City investment activity.

Read and interpret daily faxes, mail, newspapers and internet research information ensuring relevant reports are kept and Chief Investments Officer is aware of all major changes.

Resolve custodial data entry problems and inform Chief Investments Officer of major areas of concern.

Ensure all confidential oral and written information is kept in a secure place and not discussed outside Investment Group area.

Ensure promissory notes are kept in the vault and cancelled in accordance with audit guidelines. Secure all personnel files.

Assist in proper documentation and execution of long term debt issuance.

Gather information that may be required to write reports.

Respond to inquiries and liaise with local officials, local boards, government agencies, outside organizations, internal staff and follow-up as needed.

Ensure timely processing of cheque requisitions, expense claims and review of same for accuracy of descriptions, account numbers, availability of funds and ensure appropriate terms of purchase and leases are exercised.

Monitor transaction listings, investigate discrepancies and process journal vouchers.

Monitor requisitions and distribution of supplies and payment of accounts.

Maintain records for the Chief Investments Officer on attendance and vacation.

Co-ordinate and arrange all travel, conference and course arrangements, and follow-up as appropriate.

Develop and maintain confidential and information filing systems.

Complete necessary personnel forms to maintain employee attendance and vacation records for scheduling staffing requirement to aid in the Cash Flow reporting.

Support the development of cost benefit analysis studies, project evaluation tools and assists departments/divisions in providing timely and accurate information.

Responsible for the effective, timely and accurate management and posting of all applicable journals as well as ensures all reconciliation activities are accurate and are done in a timely manner.

Assists by providing relevant information and analysis into cost benefit studies, exception reporting, project evaluations as well as supports the monitoring capital impacts long and short-term.

Support the development of policies and procedures for planning, preparation, monitoring, and controlling capital/operating budgets.

Research information and investigates and responds to inquiries from staff, the public, other City departments, government and other outside agencies.

Provide support in researching issues of compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Perform such other duties from time to time, as may be assigned by the immediate supervisor which are directly related to the normal job functions

QUALIFICATIONS

1. Advanced knowledge of accounting, budget and related financial procedures normally acquired through the completion of a University Degree in Business Administration, Commerce, Economics or an equivalent combination of education and relevant work experience.

2. Demonstrated knowledge of fundamental or principals of financial management as it relates to cash and marketable securities, short-term and long-term (debenture) financing.
3. Demonstrated knowledge of investment terminology such as bond quotes and money market quotes.
4. Knowledge of comprehending Bond quotes, dividend forms, redemption procedures and banking transfers.
5. Successful completion of the Canadian Securities Course.
6. Must be able to communicate effectively both orally and in written form and must have a high level of accuracy and speed in preparation of written communication.
7. Demonstrated experience in preparation of reports.
8. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction.
9. Must possess maturity, initiative, good judgement and the ability to take on a leadership role and to mentor junior staff.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records,
11. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.
12. Must be detail oriented and have developed analytical, organizational, time management and customer service skills to function effectively in a deadline sensitive environment.
13. Strong understanding of the automated environment, with working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, other equivalent budget systems and software.
14. Working knowledge in the development and management of policies and procedures.
15. Demonstrated knowledge and experience with PeopleSoft would be an asset.
16. Good knowledge and understanding of statutes and regulations relevant to the department/section.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
