

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Centralized Treasury and Securities Management Division (CTSMD)					POSITION NUMBER (Agency-Unit-Class-Serial) 820-320-5157-003	Position ID 100
UNIT Financial Services Section					CLASSIFICATION TITLE Analyst I	
TIME BASE / TENURE Full Time/Permanent	CBID R01	WWG 2	COI Yes ☐ No ☒	MCR 1	WORKING TITLE	
LOCATION Sacramento					INCUMBENT	EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Centralized Treasury and Securities Management Division (CTSMD) oversees all banking aspects of the Centralized Treasury System (CTS). The goal of the CTSMD is to maximize the earning of interest consistent with safe and prudent treasury management, and to ensure that the depository banks provide the state with proper and adequate security for the deposit of state monies. The State Treasurer maintains demand bank accounts with eight banks for the purpose of providing necessary statewide depository coverage for the remittance of funds collected by the various state agencies. The CTSMD manages the cash flow of all state funds, forecasts cash balances, revenue, expenditures and the amounts available for daily investments, ensures accurate and timely agency deposits, administers and executes the wire transfer of funds, reconciles state accounts with depository banks and redeems all state items submitted by presenting banks for payments. The Division is also responsible for executing the clearance and income collection for State investments (excluding the California Public Employees' Retirement System and the State Teachers' Retirement System) and securities pledged to the State, for the safekeeping of securities and other personal property owned by or pledged to the State.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision and leadership of the Treasury Program Manager I, within the Financial Services Section (FSS), the incumbent has general knowledge and understanding of the Fi\$Cal accounting system and is able to assume Fi\$Cal responsibilities including, entering deposit information, serving as the catch-all for inputted errors, and working with the State Controller's Office (SCO) to resolve incorrect entries. Able to efficiently work within the Fi\$Cal system. The incumbent shows great attention to detail, accuracy in inputting important information, and thoroughness in validating Fi\$Cal entries. Acts as a liaison, with direct guidance, with the SCO.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
40%	Acts as a final verifier for all entries that are submitted to the Fi\$Cal accounting system. Ensures that Remittance Advice (RA) numbers and Business Unit (BU) numbers are correctly uploaded to Fi\$Cal. RA and BU entries must match reports submitted to the SCO to make certain that deposits are being captured and distributed correctly. Mitigates any issues with Fi\$Cal data entry. Allows for the critical operations of the STO and SCO to run smoothly on a daily basis. Responsible for utilizing Fi\$Cal to run the Treasury Deposit Summary report twice a day, providing essential information to FSS and the STO's accounting department. Confirms information on the Treasury Deposit Summary report is accurate and reflects all cash activity that has occurred throughout the day. Duties must be completed efficiently and accurately under the general supervision of management.					
40%	Performs in a secondary backup capacity to the Wire desk, Letter of Credit desk, and Treasury Teller desk as needed in their absences. Assists in the crucial task of verifying deposits and withdrawals from the STO's Local Agency Investment Fund (LAIF). Ensures that information from LAIF reports is accurate and communicates with the LAIF department when there are discrepancies. Alerts management when confirmations of LAIF wires are not received and aids in reaching out to the various depository banks. Assists with communicating with other					

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	agencies regarding check deposits and understands the importance of the rules outlined in SAM Section 8032.7, which states that payments in excess of \$5 million must be reported to FSS one-day in advance
10%	Scans and uploads vast amounts of information into FileNet. Performs daily mail-sorting and prepares checks to be deposited to the State Treasurer's Office's (STO) seven depository banks. Alerts FSS Cash Desk when there are check amounts that total more than \$5 million. Prepares bank statement corrections as they arise.
5%	Verifies that warrants received from the SCO coincide with large amounts of daily Early Clearinghouse payments. Cross-references with the Wire, Letter of Credit, and Teller desks to ensure the accuracy of warrants. Keeps an excel spreadsheet of the warrant listings up to date and accurate; amounts can reach up to billions of dollars.
5%	Under direct guidance, acts as a liaison with the SCO; assists in communicating when there are issues with warrants and other bank pick-ups. Serves as a back-up to Quarterly Billings reports. Under the direction of management, assists with minor Compensating Desk duties. Aids supervisors in editing and analyzing the Annual State Fund Accounting presentation project and evaluating dishonored checks information.

SPECIAL REQUIREMENTS**N/A****To be reviewed and signed by the supervisor and employee:****EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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