



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0558

---

**FISCAL AND INVESTMENT OFFICER**

(Retirement and Investment Office)

GRADE Q

**SCOPE OF WORK:**

The individual assigned to this position is responsible for supervising the Fiscal Management Division and managing the state investment program within the Retirement and Investment Office (RIO). The individual performs work activities within the policies established by the State Investment Board (SIB) and reports to the Executive Director of RIO and the SIB.

**DUTIES PERFORMED:**

- Supervise the Fiscal Management Division including the accounting and budgeting functions of the agency and accounting staff activities.
- Direct the preparation of financial statements, accounting reports, and other accounting related materials for staff, clients, interest groups, SIB, and internal/external auditors.
- Supervise all accounting activities including reconciliation of reports; maintenance of general ledger; development, maintenance, and monitoring of accounting policies and procedures; employer reporting process; member claim payments, and payroll functions.
- Supervise compilation, formulation, and monitoring of agency budget; assist Executive Director in presenting budget to Office of Management and Budget (OMB).
- Manage daily activities of the multi-billion dollar investment program of the SIB for RIO.
- Research and analyze investment data; develop and present projects/reports to SIB, clients, and other agencies.
- Conduct client service meetings and presentations.
- Review and provide recommendations to SIB regarding investment and policy recommendations from money managers and investment consultants.
- Assist SIB with the selection of money managers, master custodian, and investment consultants; monitor and evaluate the performance of money managers, master custodian, investment consultants, and other agents contracted by SIB.
- Oversee investment managers' cash and securities transfers; monitor and generate reports on investment activity and accounting.
- Coordinate cash requirements of clients and manage cash contributions.
- Make investment rebalancing decisions based on SIB policy and fiduciary responsibility.
- Supervise and coordinate investment accounting.
- Coordinate external audits and prepare Comprehensive Annual Financial Report (CAFR).
- Act in capacity of Investment Director in his/her absence.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in accounting and seven years of professional accounting work experience including two years of professional fund investment work experience. Work experience must have included supervision of staff.

Eff. Date: 8/00

Rev: 7/12 – Conversion to Hay System