



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0595

**INVESTMENT & FINANCIAL PLANNING MANAGER
HOUSING FINANCE AGENCY
GRADE S**

SCOPE OF WORK:

Work involves managing the agency investment fund program; overseeing portfolio management to ensure funding availability for loan programs; and overseeing all agency financial and information technology functions.

DUTIES PERFORMED:

- Develop and implement funding strategies for agency bonding activity; evaluate, analyze and project anticipated needs derived from potential program changes; project the need for bond proceeds to ensure timeliness of bond closing.
- Investigate, analyze, and recommend alternate funding sources to Executive Director.
- Coordinate activities of the finance team which includes bond counsel, financial advisor, legal counsel, trustee, and underwriters.
- Manage issuance of debt.
- Review and analyze complex projections of cash flows for bond issues; develop and monitor reserve projections to ensure agency bond ratings; review, analyze, and offer changes to bond structure to ensure lowest cost of funds and provide cash flows that complement outstanding bond issues; monitor bond and mortgage yields and make recommendations that enhance programs.
- Manage bond covenants including but not limited to debt service drawdowns, calling of bonds, annual bond budget, and Securities and Exchange Commission Rules compliance.
- Manage bond yield as it relates to IRS bond/mortgage yield limits; manage IRS rebate arbitrage.
- Provide information and analyses on financial and accounting matters to underwriters, investment bankers, rating agencies, trustees, and other third parties.
- Direct financial statement preparation; analyze and report financial highlights to the Executive Director and Advisory Board.
- Direct the preparation of the annual agency, legislative biennium, and bond budgets; present budget performance information to the Executive Director, Advisory Board, and management staff.
- Establish goals and objectives for the Accounting and Information Technology Departments; hire, direct, train and evaluate staff.

- Plan and manage agency procedures for the collection, processing, and dissemination of information; investigate and implement alternative information systems.
- Consult with Executive Director and division directors regarding informational requirements for programs.

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 in finance, economics, or accounting; certification as a public accountant (CPA) or Chartered Financial Analyst (CFA); and seven years professional work experience in investment management that included bonding, determining investment strategies, cash flow management, economic forecasting, and institutional investing.

Eff. Date: 9/07

Rev: 7/12 – Conversion to Hay System