

Investments Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Fully understands the terms, limits and conditions -- specified under the financial institution's Act, in regulation, and organization investment policy -- under which the organization may make investments, and can easily explain such information to persons inside of or outside of the organization

Understands most forms of investment instruments -- bonds, stocks, derivatives, CMO's, CD's, etc. -- and which are appropriate for the organization's investment portfolio, considering security, liquidity and yield, and investment policy sanctions

Can read, analyze and interpret financial data supplied by investment houses and independent securities rating agencies, and make informed decisions about the practicability and advisability of any particular investment instrument

Understands ALM (asset/liability management) practices and principles and serves an important advisory role to senior organization management

QUALITY OF WORK:

Interprets investment data correctly concerning price, yield, stability, trends, and composite rating provided by an independent rating agency (i.e., Standard and Poor, Moody's, etc.)

Ensures that every investment made is properly booked, tracked, reviewed periodically to ascertain prospects for improving security, liquidity or yield and reports findings to ALM committee with recommendations

Draws charts, graphs, and other pictorial scenarios to portray the performance of current investment instruments

Maintains continuous contact with brokers, agencies, investment houses, and financial institutions to monitor investment trends and opportunities

QUANTITY OF WORK:

Manages the entire investment portfolio; maintains a management information system that provides instantaneous information on every investment, including all of its properties and attributes (i.e., yield, duration, current value, maturity date, etc.)

Creates and maintains a composite and continuously updated investment portfolio yield report

Ensures every investment is fully documented and appropriate documentation is held by the organization or investment brokers approved by, and legally contracted to the organization

LEADERSHIP:

Manages by exception; empowers subordinates to aggressively pursue tasks and duties and maintain on going contact with department head

Sets example for investment style -- conservative, deliberate, studied, well-informed

Is a valuable customer of the senior management team and ALM Committee

AFFIRMATIVE ACTION:

Practices affirmative action principles within department

Is fully aware of Title VII provisions and requirements and conforms to requirements

Accommodates ADA, FLMA and other regulatory situations, as might be appropriate