



DEBT, INVESTMENT & TREASURY MANAGER



CITY OF AURORA, COLORADO

DEBT, INVESTMENT & TREASURY MANAGER

THE CITY

The city of Aurora is located on the eastern slope of the Rocky Mountains and lies in the six county Denver/Aurora metropolitan area (the metro area). The metro area is the economic center of the State of Colorado (the State). Aurora is the third largest city in the State, with an estimated population in 2019 of 381,057 approximately 13.5% of the metro area's population.

Aurora is a diverse community that offers residents a unique quality of life that blends an old-fashioned sense of community with a wide range of family-friendly outdoor and recreational activities. The city has a vibrant economy and has enjoyed more than 20 years of tax stability. Home to some of the nation's top employers in aerospace and defense, bioscience, healthcare and the financial industry, Aurora offers a wide variety of job options in addition to an attractive, value-filled market for a full array of home buyers.

GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council. Aurora's 2020 adopted budget of \$859.5 million includes a \$387.4 million general fund, enterprise funds such as water, wastewater and golf, and other funds and Aurora employs 3,214 FTEs.

THE CORE 4

Integrity ♦ Respect ♦ Professionalism ♦ Customer Service

"Aurora is built on a set of four core values that are used to carry out our mission and vision. As ambassadors, each and every [employee] respects these principles as the cornerstone of our city. We hold ourselves accountable to them, and we use them to guide the decisions we make."

Why Work For Aurora?

- Make a difference in the lives of real people every day
- Diverse community
- Competitive total compensation package
- Well-Funded General Employees Retirement Plan
- Light rail station minutes away
- On-site fitness center and wellness programs
- Internal educational programs to assist with career advancement
- Access to innovation workspaces

To learn more go to: www.AuroraGov.org

FINANCE DEPARTMENT

The city of Aurora's Finance Department manages more than \$800 million annually of public funds, including taxes, fees for service, funds from other governments, utility charges for service, and grants. These funds pay for a variety of services including police, fire protection, parks, recreation, libraries, code enforcement, and maintaining and operating transportation and water infrastructure.

The city strives to provide the highest level of accountability, reporting and transparency on the use of public funds. The Finance Department is primarily responsible for the overall direction and management of the city's financial resources. The Department manages the annual budget development process, provides financial processing and reporting, provides citywide budget guidance, and provides financial analysis, research, and special project support across the organization as well as other services. In the fall of 2019, the national credit



rating agency Moody's upgraded the City of Aurora credit rating to Aaa stable from Aa1. This is the top rating available and it speaks to the financial strength and well managed finances of the City of Aurora, as well as the City's strong credit profile and its large, diverse economy with a favorable location in the metropolitan area. The City's credit profile also benefits from a minimal debt burden and modest unfunded pension liabilities, which leads to a very manageable fixed cost burden.

The Finance Department's debt, investment, and treasury management division serves the citizens of Aurora by providing cost-efficient debt, investment and treasury management services to the city General Fund and its Enterprise Funds (Aurora Water/Wastewater and Golf). It is responsible for maintaining a fiscally sound debt profile that conforms to legal requirements and to generally accepted financial management principles. Debt Management oversees all existing and prospective city debt by assessing the need to borrow, identify opportunities to refund debt for savings, and monitoring the credit markets for opportunities and risks. The division also reviews internal financing needs and strategies for all departments and the enterprise funds. Special projects such as economic development through AURA (Aurora Urban Renewal Authority), GID (General Improvement Districts) and SID (Special Improvement Districts) financings are handled by the division. Metropolitan District financings are also reviewed by the division.

The City's investment policy is to minimize credit and market risks, provide necessary liquidity, meet financial management goals and offer a competitive yield. The City has cash on hand to maintain required reserve funds and as a result of differences in timing between when revenues are collected and when payments need to be made and as a source of liquidity (funds needed in an emergency).

THE POSITION

The Debt, Investment and Treasury Manager provides many critical functions for the city including assisting in maintaining and improving the City's credit rating, managing the City's debt portfolio of approximately \$700 million, managing the City's investment portfolio of approximately \$600 million and overseeing the City's treasury functions. This position will also work directly with Financial and Investment Advisors, Bond Counsel, Underwriters, Banks, the Investment Advisory Committee, and most importantly other city departments in numerous capacities to include complex modeling and financial analysis to support these functions. This division reviews financial and economic development transactions and provides debt and investment strategies. The work environment for Finance and this position is primarily remote based.

Key responsibilities:

- Analyzes alternative financing structures for financial soundness and compliance and monitors covenant compliance of City's outstanding debt
- Manages overall development of the City's offering statements including disclosure decisions and oversees development of materials and presentations to bond rating agencies
- Determines and recommends optimum bond issue size, maturity, and call schedules to maximize financial flexibility and minimize interest expense
- Evaluates and recommends the most appropriate and effective financing security
- Manages the administration of all debt service activities including determination of payments, investor relations, budgets for debt payments, and cash available for bond calls
- Provides analysis for water and wastewater utility bonds or other City debt or lease-purchasing instruments
- Reviews and provides suggestions on legal documents including resolutions, ordinances, and financial contracts working closely with the City Attorney's Office and Bond Counsel
- Prepares financial and statistical data related to the City's debt and financing activities
- Manages arbitrage rebate issues and SEC reporting requirements for government debt
- Identifies and implements innovative financial options related to debt for various economic development and affordable housing financings
- Oversees the investment portfolio and approves investment transactions and strategies
- Presents financial information and debt and investment transactions to City Management and City Council

THE IDEAL CANDIDATE

The ideal candidate will be an effective leader of people with the demonstrated capacity to energize staff and teams around City and Department priorities. A passion for encouraging professional growth, developing staff, and building organizational capacity is highly desirable. The individual needs to be a critical thinker who can identify challenges and opportunities and move the organization forward. The individual must possess strong management skills to ensure programs and services are delivered effectively and efficiently, that problems get resolved, and details are appropriately covered.

- **Results Oriented** – Improves and sustains superior business performance; ability to manage competing priorities effectively; ability to lead a team of financial analyst professionals through the debt financing process; makes financially-sound decisions; pursues aggressive goals and works hard/smart to achieve them
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to manage a financial operation; perform in-depth analyses and research; develop innovative solutions to debt, economic development and financing problems
- **Inspirational Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions and values of others
- **Collaboration** – Has the ability to maintain effective working relationships with management, elected officials, developers, employees, bankers, advisors, underwriters and citizens; bridges roles and responsibilities within the department
- **Financial Development/Acumen** – In-depth knowledge of the principles and practices of debt issuance and management, debt instrument structuring, preferably instruments utilized in local government and finance and investment strategies and management; knowledge of public and private debt financings; knowledge of competitive and negotiated transactions.
- **Effective Communicator** – Strong interpersonal, analytical, written and verbal communication and presentation skills, managerial, supervisory, and creative problem-solving techniques; handles sensitive situations with tact and diplomacy
- **Technically Savvy** – Stays abreast of industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations; strong computer skills for spreadsheet design, complex modeling, word processing applications, and remote collaboration.

COMPENSATION AND BENEFITS

The hiring range for this position is **\$115,000 – \$135,000**. Actual salary will be dependent on the qualifications and experience of the successful candidate, with the top of the range under consideration. The City also offers an attractive benefits package.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **August 31, 2020**.

Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to:

<https://executivesearch.cpshr.us/JobDetail?ID=1673>

For additional information about this position please contact:

CPS HR CONSULTING

KYLIE WILSON

CPS HR Consulting

Email: kwilson@cpshr.us

Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

EDUCATION/EXPERIENCE

Bachelor's degree in Business Administration, Accounting, Finance, or directly related field. Master's degree preferred. An equivalent combination of education, training and experience that demonstrates required knowledge, skills, and abilities may be considered. Candidates shall have at least 4 years of experience in higher level finance and financial management related positions, preferably related to government debt, investments and supervisory experience. Technical knowledge/experience in government finance with a variety of complex debt instruments, maintaining a treasury function, and experience with investments strategies is strongly preferred.

