



STATE OF ALASKA  
invites applications for the position of:

## State Investment Officer [Cash Manager] (PCN 04- 5013)

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**Job Code:** X0880

**Job Title:** State Investment Officer [Cash Manager]  
(PCN 04-5013)

**Open Date:** 7/20/25

**Closing Date:**

**Position Open To:** All Applicants

**Job Type:** Full Time

**Range:** N/A

**Salary:** Depends on Qualifications

**Department:** Revenue

**Division:** Treasury

**Location:** Juneau

**Bargaining Unit:** Exempt

**JOB DESCRIPTION:**



The Treasury Division of the Alaska Department of Revenue manages \$55 billion in investments for the State's retirement systems and other accounts. Cash management collects all revenues, pays all expenditures, and determines the amount of cash available for investment each day for the general fund and other state funds managed by the Treasury. Cash Management is the cash control center for the State. It functions as Alaska's largest bank, with total cash and investments equivalent to an amount almost ten times greater than the largest commercial bank located in Alaska. The section consists of a staff of five headed by the Cash Manager/Investment Officer.

Alaska Department of Revenue Treasury Division Website: <http://treasury.dor.alaska.gov/>

#### **SCOPE AND RESPONSIBILITIES:**

This position has overall responsibility for the oversight and direction of all Cash Management functions for the State of Alaska.

#### **PRINCIPAL DUTIES:**

- Responsible for the continual development and implementation of cash management techniques and policies for improving the efficiency and control of the State's cash related functions for all departments
- Oversight and direction of all functions of the Cash Management Section including:
  - Transfer of monies between segregated funds
  - Daily projection and reconciliation of expected cash inflows and outflows to determine cash available for investment or cash needed to satisfy obligations
  - Daily reconciliation of cash balances reported by financial institutions to the cash balances reported by the state accounting system

- Daily interface of all banking transactions to the state accounting system to record revenue and expenditures for each department
- Establish, maintain, and monitor performance metrics for the Cash Management section
- Oversight and direction of the procurement, negotiation, and administration of the following banking related contracts which are utilized by all departments in the State:
  - Depository services
  - Warrant clearing
  - ACH Origination
  - Credit Card Acceptance
  - Treasury management software
  - Unclaimed Property management software and services
  - Other banking service solutions as needed
- Manage the relationships with the financial institutions contracted for the above banking services to ensure adequate and satisfactory service and performance
- Extensive continuing education on the banking and treasury industry to maintain a robust understanding of industry best practices related to new technologies and services and fraud prevention
- Oversight and direction of contributions for private investments
- Prepare cash flow forecasts to assist and inform in the legislative budgeting process
- Oversight and direction of all Unclaimed Property functions focusing on techniques and procedures to grow the program by increasing unclaimed property holder compliance and reporting and increasing the amount of unclaimed funds reunited with rightful owners
- Coordinate and monitor efforts by all State departments related the Payment Card Industry Data Security Standards (PCI DSS) to ensure compliance which is required under the Credit Card Acceptance contract
- Projection of cash needs of the General Fund to coordinate the timing of the transfer of billions of dollars appropriated from the Earnings Reserve Account at the Alaska Permanent Fund Corporation
- Serve as backup for the Assistant Cash Manager position and two Accountant 4 positions during absences

#### **MINIMUM QUALIFICATIONS:**

- Certification as a Treasury Professional or be certified within two years of hire.
- 7+ years of progressive responsibilities in banking, finance, investments, or cash management; knowledge and understanding of banking practices, regulation, UCC, and Federal Reserve System.

- Experience in procurement and contract negotiation for banking contracts.
- Excellent written and oral communication skills.
- Proven ability to prioritize competing deadlines.
- Demonstrated ability to perform accurate, technically complex work under pressure of tight timelines.

**PREFERRED QUALIFICATIONS:**

- Graduate school credits or professional accreditation may be substituted on a year-for-year basis for experience requirements up to a maximum of 3 years.
- Up to 1 year of experience may be waived for exceptional candidates.

**ADDITIONAL REQUIRED INFORMATION:**

**EEO STATEMENT**

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or (907) 465-4095 in Juneau or TTY: Alaska Relay 711 or 1-800-770-8973 or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

**HOW TO APPLY:**

Submit a cover letter, resume, and professional references via email or mail.

EMAIL: [chris.madsen@alaska.gov](mailto:chris.madsen@alaska.gov)

**MAILING ADDRESS:**

**Administrative Operations Manager**  
**Treasury Division**  
**Administrative Unit**  
P.O. Box 110405  
Juneau, AK 99811-0405

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