

## **DEBT MANAGEMENT & COMPLIANCE OFFICER**

### **PURPOSE AND NATURE OF WORK**

The single incumbent to this class is responsible for designing, implementing, coordinating, and maintaining systems for records management at the department/ division level in relation to monitoring and reporting on Lafayette Consolidated Government's post-issuance tax compliance with respect to bonds and other debt instruments, and for ensuring that compliance reporting is delivered in accordance with federal regulatory standards related to the same. Position is not supervisory, and reports to the Accounting Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Compiles, reviews, and certifies data as related to state and federal regulatory audits with respect to debts and submits to Finance & Management managers for review and dissemination. Reviews bond official statements, bond transcripts, and other bond documents to determine reporting requirements and filing dates. Compiles and reviews bond reporting requirement documentation for completion and accuracy. Uses and maintains bond compliance tracking software to aid in tracking disclosure compliance. Uploads bond documents, financial statements, and other documents per bond disclosure requirements to the Electronic Municipal Market Access (EMMA) website, and monitors EMMA website to ensure bond documents have been properly uploaded. Monitors bond ratings and bond trading and sales activities for potential changes or activity which require Securities Exchange Commission/ EMMA disclosure. Monitors all laws and regulations concerning government and reporting requirements. Updates and maintains financial data and disclosures posted on LCG's four BondLink websites for City of Lafayette, Parish of Lafayette, LUS and LUSFiber. Prepares Interim General Government Financial Statements as needed by Bond Counsel. Compiles yearly sinking fund schedules and recalculates reserve requirements. Coordinates and organizes bond related information as it relates to the Post Issuance Compliance checklist. Ensures and maintains record retention for all required items under the Post Issuance Compliance checklist. Attends training and maintains education and knowledge of compliance and debt management issues and acts as a trainer for affected Finance staff and others. Acts as lead person in maintaining compliance with Statewide Agreed Upon Auditing Procedures. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of methods of financial analyses and interpretation of accounting or financial reports.

Considerable knowledge of public utility and government accounting systems and standards.

Ability to learn and effectively use applicable software packages and applications.

Ability to research, read, comprehend, and apply complex governmental regulations relating to reporting standards for post-issuance tax compliance with respect to bonds and other debt instruments.

Ability to understand and interpret databases and spreadsheets.

Ability to prepare accurate and concise reports and maintain accounting ledgers.

Ability to meet deadlines in carrying out duties.

Ability to establish and maintain effective working relationships with public officials, employees, and other persons contracted in the performance of duties.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in accounting or related field, and experience in utility accounting as prescribed by the Federal Energy Regulatory Commission, or in governmental budgeting, finance and accounting; or any equivalent combination of training and experience.