Treasurer

Job Code 50010845

General Description
Responsible for directing and administering the treasury operations and advises the VPFSS on treasury matters and issues including those related to investments, banking, cash management, and debt financing for the university.

Examples of Duties
Monitor cash balances and investments held in the depository bank.
Review cash needs and make adjustments.
Report on the investment of non-operating funds by type and maturity.
Monitor market trends and fund performance.
Direct the internal operations of the Treasurers’ Office.
Supervise staff.
Develop office strategic plans.
Oversee preparation of investment reports.
Prepare financial statements and reports, analyses.
Invest endowment funds.
Establish policies to ensure compliance with applicable laws, statutes, policies, procedures, agreements.
Review investment policy and procedures and adjust as needed.
Oversee selection of depository bank and develop contract documents.
Oversee selection of ATM providers to the campus.
Negotiate merchant card discounts.
Assist staff with bond issues, debt financing and debt service payments.
Coordinate financial interactions with several external entities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Investment principles, procedures, ethics, regulations and standards, business and finance principles, systems, procedures and regulations.

Skill in: Preparing correspondence and forms, effectively directing the work of others, working as a team member, establishing rapport, analyzing and resolving problems, interpreting laws and statutes, providing solutions, managing deadlines, prioritizing workload.
Ability to: Interpret, analyze and apply policies, reports, laws, state rules, TSUS and university policies, procedures, perform intermediate math, supervise staff develop and sustain working relationships, prepare strategic plans and budget plans.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements