Treasury Analyst

Job Code 50026740

General Description
Analyze university investments (including endowment funds), banking and cash management relationships and operations, ensures compliance with relevant state and federal statutes and policies governing the treasury operation.

Examples of Duties
Perform cash balances and investments held in the depository bank account on a daily basis
Analyze cash needs based on information gathered from the Cashier's Office, Accounting Payable, Payroll, and other sources; make adjustments in the investment allocations and bank balances.
Interact with banking officers, financial adviser and bond counsel.
Other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
investment principles, procedures, ethics, regulations, and standards as applied to donations and endowments.

Skill in:
maintaining debt, banking and cash management relationships and operations.

Ability to:
work collaboratively; skill in report formulation and writing skills as well as verbal communication.

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