



USC University of
Southern California

Senior Treasury Analyst Job Description

JOB INFORMATION

Job Code:	113815
Job Title:	Senior Treasury Analyst
FLSA Status:	Exempt
Supervisory:	
Job Family:	Treasury
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Acts as a subject matter expert for the university's treasury system architecture, identifying ways to continuously improve processes, controls and procedures. Assists treasury management and senior leadership with highly complex financial items. Develops standard operating procedures related to risk management and high-level initiatives that improve and maintain overall data consistency and reporting.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level	
X		5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of financial law and regulations, statistical analyses, forecasting techniques, and financial modeling.
X		Excellent written and oral communication skills, able to communicate clearly and effectively with individuals at all levels within the university, governmental agencies, and various diverse groups.
X		Knowledge of applied, statistical concepts and techniques skills (e.g., distributions, statistical testing, regression).

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent analytical and quantitative skills.
X		Proficiency with Microsoft Excel and other relevant software/applications.
	X	Certified Treasury Professional designation, or similar certifications.
	X	Demonstrated experience with cloud-based financial and/or banking systems.
	X	Experience in higher education and/or academic health systems.
	X	Experience working with and creating data models and architecture, and using data visualization tools (e.g., Tableau, ArcGIS, D3.js).

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages treasury management systems and data while enhancing the utilization of existing applications to further automate operations, standardize workflows, and improve reporting and analytics capabilities. Implements banking services, utilizing external bank portals to gather and analyze data. Defines requirements and develops and implements complex test cases. Oversees daily data transmissions and rectifies issues. Conducts ongoing maintenance, performs system testing, and updates and maintains services.				
Drives system automation and identifies solutions that meet the university's developing needs. Implements and tests automation and ongoing treasury process solutions. Oversees banking portal access (e.g., user account creation, maintenance) and merchant banking and card processing. Utilizes numerous reports for data analysis and reporting (e.g., unclaimed wires).				
Tracks and troubleshoots high-value transactions (e.g., investment closings, capital calls, distributions). Maintains short-term borrowing facilities and assists with security trading activities (e.g., opening brokerage accounts, settling trades, drafting instructions for transfers). Stays current with industry trends and changes in regulations and technologies. Ensures compliance with all relevant policies and requirements.				
Assists treasury management and senior leadership with highly complex financial items. Coordinates settlements for large acquisitions, working with relevant stakeholders on deal terms, accounting/tax issues and legal items. Participates in relationship management, meeting with internal/external stakeholders as needed/requested (e.g., banks, trustees, vendors). Supports management during audits.				
Manages and oversees databases, reports, worksheets, and process documentation. Identifies inefficiencies and cost savings and conducts detailed analyses and reporting on fees. Communicates regularly with management, users and relevant stakeholders. Ensures senior management and staff are informed of any changes and updates in a timely manner.				
Recommends and implements controls and approved changes. Provides support with relevant tasks and projects as needed. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.