



## JOB INFORMATION

<i>Job Code:</i>	113816
<i>Job Title:</i>	Treasury Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Treasury
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Performs diverse and complex financial management duties supporting all university banking activities. Prepares and analyzes treasury data, establishes reporting, and evaluates services and fees. Provides timely customer service for ongoing banking needs.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
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.*

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years		
	X	5 years		

### Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
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.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of applied, statistical concepts and techniques skills (e.g., distributions, statistical testing, regression).
X		Excellent analytical and quantitative skills. Proficiency with Microsoft Excel and other relevant software/applications.
	X	Demonstrated experience with cloud-based financial and/or banking systems. 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

	% Time	Essential	Marginal	N/A
Implements banking services, and utilizes external bank portals to gather and analyze data. Utilizes treasury management system functions, and defines requirements,. Ensures successful daily data transmissions and rectifies issues. Performs transaction research and forecasting analyses. Conducts ongoing maintenance, performs system testing, and updates and maintains services.				
Creates, maintains, and presents reports on activities affecting cash operations (e.g., liquidity models). Establishes and maintains regular analyses and reporting on transaction trends. Reviews all bank products, services, and related costs. Identifies inefficiencies and cost savings and conducts detailed analyses and reporting on fees. Stays current with industry trends and changes in regulations and technologies.				
Develops, updates, and maintains databases, reports, worksheets, and process documentation. Reviews general Treasury email inboxes as assigned, responding to customer service requests from across the university in a timely manner (e.g., updating documents, providing wire instructions). Helps ensure compliance with all relevant policies and requirements. May support management during audits.				
Manages banking portal access for university stakeholders (e.g., user account creation, maintenance) and supports merchant banking and card processing. Collaborates with internal/external stakeholders to open/close IDs, order new terminals, and research transactions. Implements and tests automation and ongoing treasury process solutions.				
Inputs invoices for routing and follows up on any outstanding. Utilizes numerous reports for data analysis and reporting (e.g., unclaimed wires). 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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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 following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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 of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	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.