



JOB INFORMATION

<i>Job Code:</i>	113814
<i>Job Title:</i>	Treasury Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Treasury
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Manages Treasury department with responsibilities for cash and treasury operations, short-term borrowing, and short-term investments and payments. Monitors compliance with Treasury department goals. Assesses the products, services, technologies and systems that are available and appropriate for treasury departments. Acts as primary support for all users and implementation of cash management services. Evaluates and recommends treasury initiatives, changes to bank/trustee relationships and day-to-day treasury operations. Creates, maintains and updates university treasury operational policies and evaluation of such activities throughout the organization.

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	Finance	Or
X		Bachelor's degree	Business Administration	
	X	Master's degree	Business Administration	

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		5 years		
	X	7 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

Req	Pref	Functional Skills
X		Prior treasury, investment banking and/or financial experience.
X		Strong knowledge of risk management and banking practices, including foreign exchange.
X		Familiar with Generally Accepted Accounting Principles (GAAP).
X		Understanding of accounting, finance, treasury and tax matters.
X		Strong analytical, critical thinking and organization skills.
X		Ability to communicate effectively with all levels in organization (both written and verbal) and handle multiple priorities.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Certified Public Accountant - CPA	
	X		Certified Treasury Professional

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages Treasury department with responsibilities for cash and treasury operations, short-term borrowing, and short-term investments and payments. Analyzes and reports on cash and treasury operations, bank relationships, debt and liquidity management, short-term borrowing and investing, payments and special projects. Identifies trends in financial drivers and performance. Applies mathematical or statistical techniques to address financial needs. Performs ad-hoc risk analysis and modeling. Analyzes, evaluates and interprets financial data, draws conclusions and presents recommendation on decisions and actions. Prepares written reports, as required.				
Assists with long-range financial planning in areas such as working capital markets and capital projects, including financing needs. Participates in special projects, including debt issuance and rating agency requests.				
Designs and maintains efficient and effective budget and financial models (e.g., cash flow, debt) using best practices and analytical methodologies. Prepares monthly flux analysis of actual to budget variance. Updates financial models on a regular basis ensuring accuracy and consistency with latest practices and guidelines.				
Develops and maintains relationship with other departments. Acts as primary contact for department. Provides daily internal user support for all projects and services. Notifies department management of problems and/or opportunities. Prepares and conducts training workshops for bank/trustee/merchant products and services.				
Prepares, roll ups and presents university daily cash position and cash forecast ensuring timely and accurate data. Determines daily cash balances available for short term investment (buy/sell). Executes cash transactions and resolve errors (A/P Fed Wires, ACH Tax payments, Investment FedWires, etc.). Ensures adequate liquidity.				
Establishes new bank accounts (domestic & international). Implements and maintains all treasury systems (e.g., WorkBench, CitiDirect, CashPro, EMMA, etc.) and trains staff on those systems.				
Participates in audit, compliance and accounting related projects.				
Identifies areas that need improvement or increased efficiencies and implements industry best practices. Develops, implements and maintains policies, procedures, operational controls and standards for cash management and debt activities. Ensures compliance with internal controls, policies and procedures in the daily conduct and supervision of cash management activities.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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: 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.