### Job Series Matrix

<table>
<thead>
<tr>
<th>Job Function: Finance</th>
<th>Job Family: Treasury - Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Family Summary:</strong></td>
<td>Perform or manage debt and cash management activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Grade Level</th>
<th>Exemption</th>
<th>Effective/Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasury Analyst II</td>
<td>F1756P</td>
<td>56</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Treasury Analyst III</td>
<td>F1757P</td>
<td>57</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
<tr>
<td>Treasury Analyst IV</td>
<td>F1758P</td>
<td>58</td>
<td>Exempt</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

#### Job Summary

- Independently perform financial analysis to support department’s role in forecasting future financial position and budget requirements.
- Independently perform complex financial analysis for Cash Management or Debt Management to forecast future financial position and budget requirements.
- Facilitate diverse financial analysis to enable forecasting of future financial position and budget requirements.

#### Core Duties

**Cash Management**
- Upgrade and maintain the University’s cash forecasting tool and process
- Support the establishment and maintenance of international banking accounts consideration of different technologies available to the University
- Perform monthly bank and credit card account reconciliations; resolve discrepancies
- Initiate or approve ACH transfers, execute wire transfers and other funding necessary to balance the University’s daily cash position
- Provide data for monthly journal entries relating to cash management activity

**Debt Management**
- Provide analytics for the University’s operating liquidity position and external debt portfolio; develop tools for various payment and reporting requirements; monitor for enhancement opportunities
- Provide financial analytics related to the University’s access to capital markets, including new debt issuance, commercial paper rolls/floating rate program resets and revolver re-negotiation
- Act as point person for communications with select external stakeholders including credit rating agencies and state debt issuing authority
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

**Core Duties**
- Develop and provide complex financial analysis on the University’s operating liquidity and treasury operations including receipts, disbursements, cash forecasting and short term borrowing
- Provide analytics for the University’s operating liquidity position and external debt portfolio; develop tools for various payment and reporting requirements; monitor for enhancement opportunities
- Develop financial analytics related to the University’s access to capital markets, including new debt issuance, commercial paper rolls/floating rate program resets and revolver re-negotiation
- Collaborate with other finance groups across the University on various high-visibility projects
- Act as point person for communications with select external stakeholders including credit rating agencies and state debt issuing authority
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations
<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Basic Qualifications</th>
<th>Basic Qualifications</th>
</tr>
</thead>
</table>
| • Bachelor’s degree or equivalent work experience required  
  • Minimum of 3 years’ experience in accounting or finance | • Bachelor’s degree or equivalent work experience required  
  • Minimum of 5 years’ experience in accounting or finance | • Bachelor’s degree or equivalent work experience required  
  • Minimum of 7 years’ experience in accounting or finance |

<table>
<thead>
<tr>
<th>Additional Qualifications and Skills</th>
<th>Additional Qualifications and Skills</th>
<th>Additional Qualifications and Skills</th>
</tr>
</thead>
</table>
| • Knowledge of Microsoft Office Suite, intermediate excel skills  
  • Working knowledge of treasury function, capital markets, financial analysis and basic accounting principles  
  • Demonstrated experience with financial systems and data query tools | • Knowledge of Microsoft Office Suite, advanced excel skills  
  • Working knowledge of treasury function, capital markets, financial analysis, financial modeling, and accounting principles  
  • Demonstrated experience with financial systems and data query tools | • MBA or Master’s degree in relevant field preferred  
  • Knowledge of Microsoft Office Suite, advanced Excel and PowerPoint skills  
  • Advanced knowledge of treasury management, financial analysis, financial modeling; working knowledge of accounting principles  
  • Demonstrated experience with financial systems and data query tools |

<table>
<thead>
<tr>
<th>Certificates and Licenses</th>
<th>Certificates and Licenses</th>
<th>Certificates and Licenses</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Physical Requirements</th>
<th>Physical Requirements</th>
<th>Physical Requirements</th>
</tr>
</thead>
</table>
| • Work is performed in an office setting  
  • May be required to travel to other sites across the University | • Work is performed in an office setting  
  • May be required to travel to other sites across the University | • Work is performed in an office setting  
  • May be required to travel to other sites across the University |
## Job Series Matrix

<table>
<thead>
<tr>
<th>Job Function: Finance</th>
<th>Job Family: Treasury - Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Family Summary:</strong> Perform or manage debt and cash management activities.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title: Treasury Mgt V</th>
<th>Job Title: Treasury Mgt VI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Code:</strong> F1759M</td>
<td><strong>Job Code:</strong> F1760M</td>
</tr>
<tr>
<td>Grade Level: 59</td>
<td>Grade Level: 60</td>
</tr>
<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: January 2017</td>
<td>Effective/Revision Date: January 2017</td>
</tr>
</tbody>
</table>

### Job Summary

**Job Title: Treasury Mgt V**

Provide strategy and management in domestic and international cash, banking structure and funding operations for the University’s operating cash flow.

**Job Title: Treasury Mgt VI**

Oversee University’s debt and cash management including the University’s capital reserve and central bank ensuring optimal results and reducing operating risk.

### Core Duties

**Core Duties**

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Develop and utilize operational metrics to proactively analyze bank service fees, industry/peer trends, benchmarking best practices and emerging regulations
- Develop and communicate cash policies and procedures across the University
- Act as joint person for schools and units on all international cash management needs
- Oversee the opening/closing of all bank accounts, ensure all records and related documentation are maintained
- Oversee the administration of bank relationships for all University commercial partner banks and bank platforms
- Assist in the ongoing development of global cash management strategies
- Manage the continuous analysis of the University's operational cash flow
- Evaluate, oversee implementation and support new banking technologies, products and services; act as primary contact for schools and units
- Direct cost analysis, develop and present recommendations on solutions and opportunities to optimize cash and cash management strategies
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Provide strategy, management, and direction in internal and external operations to minimize risk, fraud, and exposure to the University
- Develop, implement, and enforce policies, procedures, and internal controls around treasury operations, systems, and reporting
- Act as representative to and collaborate with department and schools on treasury related matters (capital reserves, central bank, cash management, Harvard Management Company)
- Direct analysis and reporting to assist in decision making of University leadership
- Establish cash management best practices to maximize portfolio and minimize risk
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations
## Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' experience in accounting or finance
- Supervisory experience

## Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 10 years' experience in accounting or finance
- Supervisory experience

## Additional Qualifications and Skills
- MBA or advanced degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced debt and investment management

## Additional Qualifications and Skills
- MBA or advanced degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced debt and investment management

## Certificates and Licenses
- CTP Preferred

## Certificates and Licenses
- CTP Preferred

## Physical Requirements
- Work is performed in an office setting
- May be required to travel to other sites across the University

## Physical Requirements
- Work is performed in an office setting
- May be required to travel to other sites across the University

## Working Conditions
- Work is performed in an office setting
- May be required to travel to other sites across the University

## Working Conditions
- Work is performed in an office setting
- May be required to travel to other sites across the University