

## Finance Job Function

### Treasury Analyst III

Grade: 56

Job Code: F1756P

Job Family: Treasury

Job Family Matrix: [Treasury \(Finance\) Matrix](#)

#### Summary

Independently perform financial analysis to support department's role in forecasting future financial position and budget requirements.

#### Core Duties

- Perform a variety of financial analyses on the University's operating liquidity and treasury operations to identify trends and recommendations to help inform decision making
- Provide analytics for the University's operating liquidity position and external debt portfolio; assist in the development of tools for various payment and reporting requirements; monitor for enhancement opportunities
- Produce reports that support the development of 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 a resource for departments on transactional inquiries and financial questions that require problem-solving and analytic capability
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

#### Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' experience in accounting or finance

#### Additional Qualifications and Skills

- 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

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

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