

## Finance Job Function

### Treasury Analyst III

Grade: 57

Job Code: F1757P

Job Family: Treasury

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

#### Summary

Independently perform complex financial analysis for Cash Management or Debt Management to forecast 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
- 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 5 years' experience in accounting or finance

#### Additional Qualifications and Skills

- 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

#### 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