

Finance Job Function

Treasury Mgt VI

Grade: 60

Job Code: F1760M

Job Family: Treasury

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

Summary

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

- Responsible for effective staff management, 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 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

Certificates and Licenses

- CTP Preferred

Physical Requirements

Working Conditions

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