Auburn University Job Description

Job Title: Asst Dir, Treas Svcs Cash Mgmt  
Job Code: KD02*  
FLSA status: Exempt

Essential Functions

1. Manages the cash flow for Auburn University and its foundations and associations to include Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association while monitoring their daily cash positions and forecasting their cash needs to meet anticipated expenditures.

2. Invests excess cash as outlined in the Board approved Short Term Investment Policy.

3. Oversees the recording and reporting of the Cash Pool Investment Portfolio and compiles the Auburn University Investment Footnote.

4. Serves as lead in maintaining banking relationships and insuring the appropriate compensation for banking services while implementing new services when appropriate.

5. Serves on the E-Commerce Committee and oversees the Payment Gateway and VISA/MC Merchant accounts.

6. Provides direction and support to various university units on matters related to cash management and other financial issues.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college</td>
<td>Degree in Accounting, Finance (focus in investments), Economics, or related degree</td>
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<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in financial accounting, stock investments, and fixed security management</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of accounting principles, standards, financial and investment principles, and laws governing trusts.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012