
Auburn University Job Description

Job Title: **Asst Dir, Cash Management**

Job Family: No Family

Job Code: **KD07**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Assists in the oversight and management of accounting and cash management for Auburn University.

Essential Functions

1. Administers the in-house investment accounting software for all Cash Pool Investments and performs monthly pricing of investments.
2. Posts all purchases, maturities, sales, and interest payments in a timely manner.
3. Prepares charts, graphs, and reports for internal and/or external use; conducts and participates in audits.
4. Prepares, executes, and supervises domestic and international bank wires and online foreign exchange payments; manages the JE 25 Bank Transfer system.
5. Maintains accounts through documentation, compilation, reconciliation, analysis of financial information, and preparation of journal entries; researches and resolves outstanding items on bank reconciliations.
6. Authorizes financial documents which report income, acquisition and disposal of securities, and various other transactions.
7. Recommends and implements improvements to accounting practices, systems, and procedures.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance, Management, or related field.
Experience (yrs.)	7	Experience in financial accounting, stock investments, and fixed security management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Certified Cash Manager or Certified Treasury Professional

Physical Requirements/ADA

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

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

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

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

Date: 12/9/2010
