
Auburn University Job Description

Job Title:	Dir, Cash Management & Treasury	Job Family:	No Family
Job Code:	KD06	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Responsible for directing and coordinating the financial management, investment, and operational functions of the cash flow of Auburn University and its foundations and associates, including Auburn University Foundation, the Auburn Alumni Association, Tigers Unlimited Foundation, the Auburn University Real Estate Foundation and Auburn Research and Technology Foundation. Also responsible for supervising the staff of Cash Management and Treasury and oversees banking relationships and credit card program.

Essential Functions

1. Maintains sufficient liquidity for normal operations and maximizes investment income by investing excess cash for Auburn University and related entities consistent with individual board approved cash pool investment policies.
2. Responsible for daily cash settlement and monitors daily bank account balances and transactions.
3. Directs and oversees the recording and reporting of investment positions in the University General Ledger and investment accounting software, ensuring integrity of financial data for accounting and audit purposes.
4. Establishes and maintains banking relationships, including overseeing RFP process for banking services such as demand deposit accounts, automated teller machines, merchant credit card processing, etc.; serves as administrator of banking websites for the University and related entity bank accounts; and ensures appropriate compensation for banking services.
5. Coordinates and oversees the credit card merchant program and ensures compliance with Payment Card Industry Data Security Standards (PCI DSS).
6. Selects, implements, and evaluates the University's cash management system and/or investment software systems.
7. Monitors relevant banking processes for improvements in new products and services.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting, Finance, or Management
Experience (yrs.)	7	Experience in fixed income security management, banking and financial accounting including management of personnel in relation to these functions.

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, standards, financial and investment principles, banking operations, ACH, fixed income securities, and PCI DSS.

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.

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: 2/21/2014
