
Auburn University Job Description

Job Title:	Mgr, Cash Management	Job Family:	No Family
Job Code:	KD07	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Reporting to the Director, Cash Management, this position assists in the oversight and management of accounting and cash management for Auburn University. Oversees the operational cash flow of the 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. to provide liquidity with maximum return within the guidelines of Auburn University.

Essential Functions

1. Assist in maintaining sufficient liquidity for normal operations and assist in maximizing investment income by assisting with investing excess cash for Auburn University and related entities consistent with individual board approved cash pool investment policies.
2. Assist in daily cash settlement and assist in monitoring daily bank account balances and transactions.
3. Maintains accounts through documentation, compilation, reconciliation, analysis of financial information, and preparation of journal entries; researches and resolves outstanding items on bank reconciliations.
4. Administers the in-house investment accounting software for all Cash Pool Investments and performs monthly pricing of investments
5. Posts all purchases, maturities, sales, and interest payments in a timely manner.
6. Prepares, executes, and supervises domestic and international bank wires and online foreign exchange payments; manages the interfund transfer system and treasury management system. Maintains and cultivates banking relationships.
7. Authorizes financial documents which report income, acquisition and disposal of securities, and various other transactions.
8. Evaluates, develops, and recommends improvements to accounting practices, systems, policies and procedures related to cash management and treasury . Recommends items for strategic planning, including foreign exchange management and financing
9. Prepares charts, graphs, and reports for internal and/or external use; conducts and participates in audits to ensure regulatory compliance. Applies financial perspective and analysis for business decisions. Assists with the preparation of annual treasury budget.
10. Assumes Director's responsibilities in the absence of the Director.
11. May perform other duties as assigned by supervisor.

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, Management.
Experience (yrs.)	6	Experience in cash management and treasury.

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.

Knowledge of fixed income security.

Proficient in excel and word.

Ability to utilize forecasting methods and recommend alternative financing strategies.

Certification or Licensure Requirements

One of the following must be obtained within 1 year of employment:

Certified Cash Manager

Certified Treasury Professional

Treasury Management Certificate

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: 2/22/2022
