AUBURN
Human Resources

Dir, Cash Management & Treasury

Job Description

JOB INFORMATION

Job Code	KD06
Job Description Title	Dir, Cash Management & Treasury
Pay Grade	FO15
Range Minimum	$109,260
33rd %	$142,030
Range Midpoint	$158,420
67th %	$174,810
Range Maximum	$207,590
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	8/20/2024 1:57:21 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Directs and coordinates the financial management, investment, and operational functions of the cash flow of the university and its institutionally-related foundations and entities to include Auburn University Foundation, the Auburn Alumni Association, Tigers Unlimited Foundation, the Auburn University Real Estate Foundation and Auburn Research and Technology Foundation.

RESPONSIBILITIES

- Liquidity Management: Selects, implements, and evaluates the University's cash management system and investment software. Utilizes this software to oversee the daily cash settlement by monitoring bank account balances and transactions across all University areas impacting cash flow. Additionally, analyzes and prepares forecasts and reports for the university's future cash needs while maintaining sufficient liquidity for normal operations. Invests excess cash in alignment with board-approved cash pool investment policies to maximize investment income.
- Investment Management: Directs and oversees the recording and reporting of investment positions in the university's general ledger and investment accounting software, ensuring data integrity for accounting and audit purposes. Analyzes the implications of various investment return scenarios on annual budgets, long-range forecasting, and quarterly reports. Discusses implications of investment return scenarios with university and related entity senior leaders and addresses investment matters for the Board of Trustees and university senior leadership.
- Capital and Debt Management: Engages with senior financial leaders and relevant committees in discussions about working capital investment and debt management. Collaborates, as needed, with Risk Management, on legal issues related to the university's debt portfolio. Collaborates with the Controller and Budget Services on financial and capital planning, disclosure, internal controls, and policy interpretation matters associated with capital funding and financing decisions to ensure alignment with university goals. Addresses debt and capital-related matters for the Board of Trustees and University senior leadership.
- Banking Administration: Establishes and maintains banking relationships while monitoring relevant banking processes for enhancements in new products and services. Oversees the Request for Proposal (RFP) process for services such as demand deposit accounts, automated teller machines, and merchant credit card processing. Negotiates interest rates and fee structures with banks and addresses banking and financial issues for the university and related entities. Coordinates and oversees the credit card merchant program, ensuring compliance with Payment Card Industry Data Security Standards (PCI DSS). Transmits foreign and domestic wires and bank transfers daily for the Office of Cash Management, Procurement, and Payment Services, as well as various university entities. Serves as the administrator of banking websites for the university and related entity bank accounts, ensuring appropriate compensation for banking services.

RESPONSIBILITIES

- Financial Administration: Compiles, analyzes, and presents financial data for special projects, including financial forecasts, trend analysis, historical data compilation, and ratio comparison. Leads the preparation of documents and agreements related to treasury and cash management. Participates in special projects, ad hoc committees, and other groups to address identified needs related to investment, debt, capital funding, financing, and reserve management.
- Program Administration: Establishes goals, monitors performance, and provides mentoring and training to support the success of the Office of Cash Management. Leads relationships with external service organizations providing banking, debt, and related financial services. Manages staff and participates in oversight of critical accounting and reconciliation functions related to treasury and capital management accuracy. Oversees the maintenance of source documents and monitors the retention and storage of information related to debt and treasury. Assists in implementing and maintaining information technology systems, financial operations, and internal controls associated with treasury and cash management. Works closely with the VP, CFO, and Controller on leadership activities within the Office of Cash Management.
- Policy Administration: Directs the development, implementation, and evaluation of policies and priorities for debt and working capital investment management. Develops, coordinates, and enforces policies and procedures for effective treasury operations administration.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Accounting, Finance, or Management	and	8 years of	Fixed income security management, banking and financial accounting including management of personnel in relation to these functions.	Or
Master's Degree	Accounting, Finance, or Management		6 years of	Fixed income security management, banking and financial accounting including management of personnel in relation to these functions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, standards, financial and investment principles, banking operations, ACH, fixed income securities, and PCI DSS.	
Knowledge of internal controls and ability to develop and maintain policies and procedures.	
Strong interpersonal and verbal communication skills, with the ability to communicate broadly across the university and to develop and maintain effective relationships with a wide range of constituencies.	
High standard of professional ethics and integrity, as well as a passion for supporting the mission of Auburn University.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	Or
Chartered Financial Analyst (CFA)			Desired	Or
Certified Treasury Professional (CTP)-AFP			Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.