AUBURN
Human Resources

Mgr, Cash Management

Job Description

JOB INFORMATION

Job Code	KD07
Job Description Title	Mgr, Cash Management
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/22/2022

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- Assist in daily cash settlement and assist in monitoring daily bank account balances and transactions.
- Maintains accounts through documentation, compilation, reconciliation, analysis of financial information, and preparation of journal entries; researches and resolves outstanding items on bank reconciliations.
- Administers the in-house investment accounting software for all Cash Pool Investments and performs monthly pricing of investments
- Posts all purchases, maturities, sales, and interest payments in a timely manner.
- 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.
- Authorizes financial documents which report income, acquisition and disposal of securities, and various other transactions.
- 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
- 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
- Assumes Director's responsibilities in the absence of the Director.

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	Degree in Accounting, Finance, Management.	and	6 years of	Experience in cash management and treasury.	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Cash Manager (CCM)		within 1 Year	Required	Or
Certified Treasury Professional (CTP)-AFP		within 1 Year	Required	Or
	Treasury Management Certificate	within 1 Year	Required	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.