AUBURN
Human Resources

Asst Dir, Cash Management & Treasury

Job Description

JOB INFORMATION

Job Code	KD11
Job Description Title	Asst Dir, Cash Management & Treasury
Pay Grade	FO13
Range Minimum	$85,560
33rd %	$108,380
Range Midpoint	$119,790
67th %	$131,200
Range Maximum	$154,020
Exemption Status	Exempt
Organizational use restricted to the following divisions	110 SVP-Business & Administration & CFO
Approved Date:	9/18/2026 11:39:34 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the oversight and management of accounting operations and cash management activities for Auburn University. Oversees the University's operational cash flow and that of its affiliated organizations, including the Auburn University Foundation, Auburn Alumni Association, Tigers Unlimited Foundation, Auburn University Real Estate Foundation, and Auburn Research and Technology Foundation. Ensures adequate liquidity while optimizing investment returns in accordance with University policies, financial objectives, and established guidelines.

RESPONSIBILITIES

- Liquidity Management: Assists in managing the University’s cash position to ensure adequate liquidity for operational needs while maximizing investment earnings through the prudent investment of excess cash in accordance with Board-approved cash pool investment policies. Supports daily cash settlement activities and monitors bank account balances, cash flows, and banking transactions to ensure accuracy, compliance, and operational efficiency.
- Investment Management: Administers the University's investment accounting system for all cash pool investments, including monthly valuation and pricing of investment holdings. Records and reconciles investment activity, including purchases, maturities, sales, interest receipts, and other investment transactions in a timely and accurate manner. Reviews and authorizes financial transactions and documentation related to investment income, security acquisitions and dispositions, and other investment-related activities.
- Banking Administration: Prepares, executes, and oversees domestic and international wire transfers and foreign exchange transactions. Administers the University's treasury management and interfund transfer systems. Develops, maintains, and strengthens banking relationships to support the University's financial operations and strategic objectives.
- Financial Administration: Maintains treasury and cash management accounts through the documentation, reconciliation, analysis, and reporting of financial information. Prepares journal entries and researches and resolves reconciling items and other outstanding transactions. Reviews and authorizes financial transactions and documentation related to cash management and treasury operations.
- Policy Administration: Evaluates, develops, and recommends enhancements to treasury and cash management practices, accounting procedures, internal controls, policies, and systems. Ensures treasury operations comply with Board-approved investment policies, University regulations, and applicable financial standards. Contributes to strategic initiatives involving cash forecasting, foreign exchange management, banking services, and financing activities.

RESPONSIBILITIES

- Program Administration: Serves as a resource on treasury and cash management matters for internal stakeholders. Assumes the responsibilities of the Director in their absence to ensure continuity of treasury and cash management operations.

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

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, Business, or Management	and	7 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 treasury management, cash flow analysis, investment accounting, banking operations, and liquidity management principles, including the administration of short-term investment portfolios and cash pooling structures.	
Knowledge of governmental and higher education financial practices, accounting principles, internal controls, financial reporting requirements, and applicable regulations governing treasury operations, debt management, and investment activities.	
Ability to analyze complex financial data, cash forecasts, investment activity, bank account transactions, and reconciliations to identify trends, resolve discrepancies, and support informed financial decision-making.	
Ability to utilize treasury management systems, financial reporting tools, spreadsheet applications, and accounting software to perform investment accounting, process treasury transactions, prepare financial reports, and maintain accurate financial records.	

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:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.