UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Liquidity/Financing

Job Code: 113817

Grade: L
OT Eligible: No
Comp Approval: 11/15/2011

JOB SUMMARY:
Manages and executes treasury functions including bank relationship management, liquidity projections, capital bank management, and capital markets compliance. Monitors compliance with Treasury department goals. Assesses the products, services, technologies and systems that are available and appropriate for treasury departments. Oversees implementation of associated services. Evaluates and recommends initiatives, changes to bank relationships and day-to-day operations. Creates, maintains and updates liquidity operational policies and evaluation of such activities throughout the organization.

JOB ACCOUNTABILITIES:

**E/M/NA % TIME**

Manages and executes treasury functions including bank relationship management, liquidity projections, capital bank management, and capital markets compliance. Monitors compliance with Treasury department goals.

Serves as expert for all debt management needs. Partners with schools/departments and collaborates with strategic direction to support affordability studies and capital bank needs. Guides schools/departments through process and recommends best practices. Provides consultative services and training on capital bank matters, as needed. Acts as project lead for any recommended changes or needs.

Manages financial risk as it relates to liquidity and capital market activities, including interest exposures. Oversees interest rate risk management and implements hedging strategies.

Develops and implements debt operational strategies, policies and procedures. Ensures compliance with internal controls policies and procedures in day-to-day conduct and supervision of department activities.

Oversees daily management of debt, including associated bank transactions. Recommends and implements improvements to current debt management process.

Provides detailed consolidated liquidity projections and ad hoc analyses. Provides relevant peer benchmark reports to executive management. Makes recommendations based on projections and analyses.

Analyzes, evaluates and recommends potential alternative financing structures and explains/shows their impact on budgets, balance sheets, tax effects and financial ratios. Applies mathematical or statistical techniques to address financial issues.

Manages debt service schedules and quarterly rating agency reporting. Provides all bondholder information, including continuing disclosure as required by Electronic Municipal Market Access (EMMA) and tax legislation.
Manages assigned staff. Recommends organizational structure, reporting
relationships and staffing needs based on program goals. Makes hiring,
promotional and salary decisions in accordance with university policy. Provides
performance appraisals for staff and determines need for disciplinary action.

Assists in the development of bank relationships. Analyzes, evaluates and
recommends initiatives, changes to bank relationships and day-to-day operations.

Monitors external bond trustee service providers to ensure compliance and
efficiency. Identifies cost-saving opportunities.

Assesses the products, services, technologies and systems that are available and
appropriate for treasury departments.

Develops and manages budgets and recommends or makes budgetary and
resource allocations. Provides financial status reports as requested.

Stays informed of developments in field. Reads pertinent literature, attends
meetings and participates in professional associations as appropriate. Establishes
and maintains an active network of professional contacts.

Tracks and reports internal loans such as capital plan, gifts and inter-department
loans.

Develops and implements security related procedures such as office opening and
closing routines, recognition of duress signals and key controls. Coordinates
security activities with University Public Safety Department. Promotes and
maintains standards for security conscious awareness and behavior. Maintains
knowledge of university’s crime prevention and suppression programs and
services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves
the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☒ Yes In the event of an emergency, the employee holding this position is required to
“report to duty” in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree

Minimum Experience:

7 years

Minimum Field of Expertise:

Degree in finance or business. Strong knowledge of risk management and banking
relationships. Advanced analytical skills. Familiar with Generally Accepted Accounting
Principles (GAAP). Strong presentation skills. Ability to handle multiple priorities in a
deadline driven environment. Prior debt management and bank management experience.

Preferred Education:

MBA

Preferred Experience:

10 years

Preferred Field of Expertise:

Certified Treasury Professional designation.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Risk management
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises: Level:**
- May oversee student, temporary and/or resource workers.
- Supervises employees and/or student workers.

**Supervises: Nature of Work:**
- Professional/Paraprofessional

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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