UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Banking/Cash Management

Job Code: 113818

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

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

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>_______</td>
<td>Manages and executes treasury function including bank relationship management, foreign exchange operations, cash management, cash and treasury operations. Monitors compliance with Treasury department goals.</td>
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<td>_______</td>
<td>Serves as expert for all banking and cash management service needs. Partners with school/departments and collaborates with strategic direction to support merchant and banking service needs. GUIDes schools/departments through process and recommends best practices. Provides consultative services and training on banking matters, as needed. Acts as project lead for any recommended changes or needs.</td>
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<td>Manages financial risk as it relates to treasury operations. Develops and implements cash management and payment card industry (PCI) operational strategies, policies and procedures. Ensures compliance with internal controls, policies and procedures in day-to-day conduct and supervision of department activities.</td>
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<td>Creates, maintains and updates treasury operational policies and evaluation of such activities throughout the organization.</td>
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<td>Oversees daily management of cash, including daily bank transactions. Recommends and implements improvements to current cash and merchant card processes and account structure. Analyzes, evaluates, approves and researches alternative processes.</td>
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<td>Manages daily cash positioning to provide sufficient daily liquidity. Provides detailed liquidity/cash flow reports to executive management.</td>
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<td>Provides detailed consolidated cash flow projections of all university activities on a daily, weekly and monthly basis. Provides flux analysis to actual on a monthly basis.</td>
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<td>Develops and manages budgets and forecasts. Recommends and/or makes budgetary and resource allocations. Provides financial status reports as requested. Develops annual department bank fee expense totals. Reviews flux analysis of actual to budget variance monthly.</td>
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Assesses the products, services, technologies and systems that are available and appropriate for treasury departments. Provides relevant peer benchmark reports to executive management.

Assists in the development of bank relationships. Analyzes, evaluates and recommends cash management initiatives, changes to bank relationships and day-to-day treasury operations. Applies mathematical or statistical technologies to address financial issues.

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.

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.

Coordinates with Investment Office for investment of excess funds.

Assesses foreign exchange risk and implements hedge programs.

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:  

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 analytical priorities in a deadline driven environment. Prior cash 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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