



Position Title:	Assistant Controller, Treasurer		
Reports To:	College Controller		
Department:	Cash Management	Job Code:	0470-00E
Prepared By/Date:	Jennifer C. Brito/4-27-2009	Job Group:	PEC
Approved By/Date:	E.H. Levering/11-4-2010	Salary Grade:	18
Revised:	Jennifer C. Brito/11-10-2010	FLSA Status:	Exempt

Summary:

Provides direct assistance to the Controller in the preparation of monthly, quarterly and annual investment and financial reports and the development of internal control procedures with regard to collections and disbursements and to encourage the efficient operation of the College and compliance with governing laws and/or regulations in the functions of Cash Management.

Essential Duties and Responsibilities:

- Records and keeps an accurate record of all College receipts and expenditures including electronic fund transfers of bank and investment accounts
- Provides cash management including daily cash position, banking services, and provide operational support for all transaction processing
- Deposits funds in the banks designated by the Board as official depositories and generate monthly reconciliations with appropriate supporting accounting entries
- Gathers, compiles, maintains, and analyzes information relevant to the administration of the College resources
- Coordinates meetings if the College Investment Committee and completes at least annually a comprehensive review of investment objectives
- Facilitates Board of Trustee approvals and reporting
- Performs other duties as required

Knowledge, Skills and Abilities:

- Knowledge of cash management, investment and institutional financial operations
- Knowledge of contemporary investment strategies and instruments
- Knowledge base of non-profit/governmental fund accounting with a working knowledge of accounting and operational issues
- Excellent organizational and communication skills (both oral and written)
- Skill and experience with software for cash management, investment, fiscal and related management applications
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Business Administration, Finance or related degree and at least nine (9) years of investment/finance/accounting management experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name