



<b>Position Title:</b>	Analyst, Treasury	<b>Job Code:</b>	3125-00E
<b>Reports To:</b>	Treasurer	<b>Job Group:</b>	PENC
<b>Department:</b>	Treasury & Cash Management	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Jennifer C. Brito/11-10-2010	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	E.H. Levering/12-7-2010		
<b>Revised:</b>	Jennifer C. Brito/12-8-2010		

### **Summary:**

The Treasury Analyst assists with the administrative and operational functions of the Department. This position involves a great deal of contact with financial institutions, Bursar Offices and other College Departments in order to resolve cash/investment related issues.

### **Essential Duties and Responsibilities:**

- Analyzes financial data and prepares all general ledger entries related to all funds received by the College
- Responsible in the absence of the Treasurer for the maintenance of the Colleges daily cash/ investment position which involves funding the students, payroll, and vendor check accounts in order to maintain the required bank balances to cover all disbursements
- Responsible for the month-end investment allocation journal entries relating to the endowment for the College and Foundation Investments accounts
- Coordinates the College and Foundation Investment Advisory Committee meetings and writes the Minutes for those meetings
- Oversees the deposits held in Custody account to ensure all cash transactions are posted accordingly
- Reviews daily cash transactions journal entries
- Supports the Treasurer with the transactions and communications with Investment Advisors, Investment Managers, Transition Managers, Custodians, commercial banks and other financial services providers
- Supports the Treasurer in the preparation of financial documents, schedules, statements, etc.
- Reviews and/or prepares contractual agreements on behalf of the College and/or the Foundation for Board approval
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Must have excellent analytical abilities, be proficient in excel, and have an overall knowledge of computer systems
- Motivation and ability to enhance department functions required
- Knowledge of fund accounting preferred

### **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 stand 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 walk and sit.

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 or similar degrees and five (5) years experience in the areas of Cash Management, Treasury, Commercial and/or Investment Banking

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name