

**JOB TITLE : ASSISTANT TREASURER**

**JOB FAMILY : FINANCE/BUDGET/PLANNING**

**BAND : I**

**FLSA : EXEMPT**

**JOB CODE : 11158**

**MAIN FUNCTION:**

Be responsible for direction of treasury function, cash management, investment accounting, internal and external debt management and plant accounting.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Manage relationships with financial institutions including investment banks and consultants.

Direct internal and external financing activities.

Manage capital planning/budgeting/monitoring activities.

Coordinate with Controller, facilities and units.

Direct cash management function.

**JOB PROFILE :**

MINIMUM EDUCATION/ EXPERIENCE : Master's degree and 7 to 10 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact dealing with confidential information such as student grades, financial records, treatment, etc.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to other supervisors.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING: Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***