## Job Summary
Analyze and / or process financial data related to banking and treasury services, including cash management, bank fee analytics and bank account management. Serve internal customers in a consultative role for systemwide financial and banking systems, always with an eye toward policy compliance and maximizing security and controls. Recommend banking solutions that will yield increased efficiencies and decreased expenses. May offer guidance on systemwide policies related to banking and treasury services. Interface with Banks and Financial Service Providers to find and evaluate products and services to aid internal clients.

### Job Level
- **Manager 1**
- **Manager 2**
- **Manager 3**
- **Manager 4**

### Job Title
- **Treasury Manager 1**
- **Treasury Manager 2**
- **MSP**

### Category
- **Supervisory & Management**

### Job Code
- **0272 – OP ONLY**
- **0271 – OP ONLY**

### Tracking Code
- **A0787**
- **A0788**

### FLSA
- **Exempt**
- **Exempt**

### Generic Scope
- Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

### Custom Scope
- Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Reviews and approves recommendations for functional programs. Provides guidance to subordinates to achieve goals in accordance with established policies. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

- Establishes operational objectives and work plans for the treasury and banking. Objectives are reviewed by senior management to determine success of operation. Responsible for managing, preparing, administering, and directing the control of organizational resources. Manages the activities of the Treasury staff. Reviews and approves recommendations for Treasury planning and control. Involved in developing, modifying and executing policies that affect immediate operations of the Treasury and may also have organization-wide effect. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall.
## Job Family
- Finance

## Job Function
- Treasury

## Category
- Supervisory & Management

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Analyze and / or process financial data related to banking and treasury services, including cash management, bank fee analytics and bank account management. Serve internal customers in a consultative role for systemwide financial and banking systems, always with an eye toward policy compliance and maximizing security and controls. Recommend banking solutions that benefit processes that will yield increased efficiencies and decreased expenses. May offer guidance on systemwide policies related to banking and treasury services. Interface with Banks and Financial Service Providers to find and evaluate products and services to aid internal clients.

## Key Resp 01
Provides direction and expertise to section / department, projects and centralized treasury activities.

## Key Resp 02
Has responsibility for treasury.

## Key Resp 03
 Assumes full responsibility for staffing, budgets, costs, productivity and human resource-related activities pertaining to assigned staff members.

## Key Resp 04
Meets all government reporting requirements for treasury activities.

## Key Resp 05
Manages, through subordinate supervisors, the coordination of activities of a department with responsibility for results in terms of costs, methods, and employees.

## Key Resp 06
Organizes systemwide meetings and presentations to other internal groups such as Purchasing Directors and Payroll Directors.

## Key Resp 07
Ensures the accuracy and control of treasury data.

## Key Resp 08

## Key Resp 09

## Key Resp 10

## Key Resp 11
Develops, recommends, and implements policies and procedures for treasury.

## Key Resp 12

## Key Resp 13

## Key Resp 14

## Key Resp 15

## Education 1
Advanced degree in Business or Finance related area and / or equivalent experience / training.

## Education 2
Advanced degree in Business or Finance related area and / or equivalent experience / training.
<table>
<thead>
<tr>
<th>Job Family</th>
<th>Finance</th>
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<td>Job Function</td>
<td>Treasury</td>
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</tr>
</tbody>
</table>

| **Education** | 
| **License** | 
| **Cert** | Professional certification preferred.  
| **Spec Cond** | 
| **KSA 01** | Past experience and advanced knowledge in treasury.  
| **KSA 02** | Thorough knowledge of industry best practices.  
| **KSA 03** | Ability to independently perform advanced financial analysis and formulate recommendations based upon the results of the analysis.  
| **KSA 04** | Excellent oral and written communication skills to communicate with program clients at all levels of the organization.  
| **KSA 05** | Advanced user of common desktop and web applications.  
| **KSA 06** | Advanced knowledge of treasury systems.  
| **KSA 07** | Strong interpersonal skills and ability to work effectively across the organization at all levels.  
| **KSA 08** | Service orientation, ability to multi-task effectively in a varied, high volume environment, sound judgment and decision-making, reasoning, ability to develop original ideas to solve problems, and |

| **License** | 
| **Cert** | Professional certification preferred.  
| **Spec Cond** | 
| **KSA 01** | Past experience and advanced knowledge in treasury.  
| **KSA 02** | Thorough knowledge of industry best practices.  
| **KSA 03** | Ability to independently perform advanced and complex financial analysis and formulate recommendations based upon the results of the analysis.  
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| **KSA 07** | Excellent interpersonal skills and ability to work effectively across the organization at all levels.  
| **KSA 08** | Skills include excellent service orientation, ability to multi-task effectively in a varied, high volume environment, sound judgment and decision-making, reasoning, ability to develop original ideas |
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### KSA
- **KSA 09**: Excellent experience managing complex accounting and reconciliation processes.
- **KSA 10**: Excellent ability to perform policy and operational analyses.
- **KSA 11**
- **KSA 12**
- **KSA 13**
- **KSA 14**
- **KSA 15**

### Environment
Office settings and various external venues.

### Career Path
1. Career Path 1: Treasury Mgr 2
2. Career Path 2
3. Career Path 3
4. Career Path 4
5. Career Path 5
6. Career Path 6