

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Assistant Treasurer	SALARY GRADE:	HU-15
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2028	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION:

Under direction of the University Treasurer, the Assistant Treasurer will be responsible for cash management including accounts payable and payroll processing, bank relations, bondholder relations, rating agency reviews, debt administration, new debt issuances, investment management, and credit and risk management. The Assistant Treasurer will oversee credit relationships, financial risk management, capital structure analysis, cash forecasting, disbursement activity, cash activity reporting, and investment portfolio management.

SUPERVISORY ACCOUNTABILITY:

Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE:

Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

Assists in development and administration of all programs of the Treasurer's Office and to represent the Treasurer's Office in all contacts with the public, and to be involved in the acquisition, disposal and utilization of University residential properties and serve as housing consultant to University faculty and staff.

Determines appropriate investment vehicles and allocation of funds in order to achieve maximum income and maintains necessary availability to meet current and projected University cash needs.

Recommends and supervises short- and longer term investment strategies for operating as well as strategic cash, streamline cash and marketable securities processes to positively impact cash flow and timelier reporting.

Offers changes/improvements to the investment policy or procedures to enhance returns and minimize risks, review bank account controls and centralize where necessary.

Administers all University cash accounts.

Assists in development and administers University banking functions, maintaining adequate cash balance

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as required and adjusting investments on a daily basis.

Administers Student Insurance Program.

Coordinates and administers University Bonding programs during and after issuance.

Responds to problem and informational inquiries relating to various investment, insurance and endowment funds.

Prepares periodic reports and statements as required for University and other agencies.

Participates in periodic bank audits and reconciliations.

Provides financial expertise to Director, Treasury and other University officials.

Receives and manages University endowment funds.

Assists in the acquisition of University property and disposition after purchase.

Directs the management operations of University owned properties.

Serves as housing consultant to University faculty/staff.

Maintains effective working relationships with faculty, staff, students and the public.

CORE COMPETENCIES:

Considerable knowledge of administrative practices and procedures, budgeting, purchasing and statistical analysis.

Skill in the operation of computers, related software applications and standard office equipment, in a timely accurate and efficient manner.

Good communication skills, with competence in both oral and written English.

Ability to plan, organize, coordinate and supervise the work of others, as required.

Ability to devise solutions to administrative problems.

Ability to maintain the confidentiality of information.

Ability to establish and maintain effective and harmonious relations with students, faculty, staff, University officials and the general public.

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**MINIMUM
REQUIREMENTS:**

Master's degree in related field and 12-15 years of progressively responsible professional administrative experience. 16 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management