Skill Category: Executive/Administrative  
Position (Employee) Class: 1M260 (E1)  
Grade: NC  
Date: 09/2019

Department: Finance and Operations

Educational & Experience Requirement: Bachelor’s degree in Finance or Accounting or a related field. Master’s degree preferred. Seven years of experience directly related to the duties and responsibilities specified. Governmental or higher education experience preferred. Five years of supervisory experience. A CPA is desirable.

Nature & Purpose of Position: The position works with the Associate Vice President for Financial Planning and Budget managing SHSU’s investments, banking and treasury, and debt functions. Internal contacts include executives, administrators, faculty, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, and the vendors. Provides oversight and assistance to Student Account Financial Services.

Supervision Given & Received: Work is performed under minimum direction of the Associate Vice President for Financial Planning and Budget.

Primary Responsibilities:  
Responsible for cash management including accounts payable and payroll check processing, banking and treasury operations, debt administration, new debt issuances, and investment management. Implements sound internal controls and fraud protection tools. Recommends 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. Assesses investment and institutional risk as it relates to the University’s operating funds and financial and banking partners. Responsible for ensuring investment practices comply with Texas State University System (TSUS) Investment Policy and other policies and procedures. Reviews performance of Investment advisors pursuant to and ensures portfolio meets desired investment strategy and allocations. Oversees and monitors endowment and operating investment portfolios; implements asset mix changes and allocates cash flow for invested funds. Works with TSUS to issue Extendible Commercial Paper. The proceeds are used to finance eligible capital construction projects. Monitors debt and ensures debt payments are made timely. Assists in development and administers University banking functions, maintaining adequate cash balance as required and adjusting investments on a daily basis. Manage bank accounts, wire/ACH transfers, and monitor bank analysis statements to ensure accuracy and evaluate services. Provides assistance and oversight to the Student Account Financial Services, providing leadership for business operations including assessment of student tuition and fees, system upgrade maintenance, validation testing, student refunds in accordance with federal guidelines, and related accounting operations. Responsible for the management of access to Student AR module ensuring appropriate controls are implemented. Oversees collection process and manages relationship with collection agency. Provides oversight to the TouchNet tuition payment plans and implements TouchNet updates. Ensures all university credit card processing centers are compliant and meets all University, state, and federal policy and regulatory requirements. Directs the annual preparation of 1098Ts ensuring
compliance with IRS regulations; keeps current on requirements. Prepares periodic reports and statements as required by the University, state or other agencies. Liaison with banking partner, consultant, financial advisors, custodial managers, and investment firms. Maintains and cultivates relationships. Directs the preparation of RFP and manages contracts for depository bank, merchant services, ATM, collection agencies, and payment gateway, collaborating with various offices on campus to deliver effective services and efficient use of university resources. Develops, interprets, and implements laws, regulations and university policies and procedures. Plans, assigns, and supervises the work of others. Identifies and implements solutions that are customer and outcomes focused. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all functions in the department. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively and conceptualizes and prioritizes objectives. Ability to exercise discretion, excellent reasoning, and independent judgment. Skilled in the development of policies and operational procedures for the overall department. Skilled in directing multiple tasks, setting priorities, and organizing operations. Asset and fiscal resources management skills preferred. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Some interaction with university administration to assist with projects and strategic planning. Requires the highest level of judgment for the overall department, in which critical long-term consequences on decision-making can occur. Interprets and applies complex directives, policies, regulations, statutes, and procedures, and/or written guidelines for a department or major work group. Strong analytical, quantitative abilities and organizational skills. Knowledge of investment theory and practices, treasury practices, and financial services, and demonstrates strong decision-making skills. Knowledge and experience working with ERP systems. Strong Microsoft Office skills. Ability to plan, organize, coordinate and supervise the work of others, as required. Excellent verbal and written communication skills. Performs highly advanced managerial work. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications necessary to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.