Sam Houston State University Human Resources

Staff Classification Description – Treasury Analyst

Skill Category: Professional  
Position (Employee) Class: 3N539 (E1)  
Grade: 16  
Date: 8/2019

Department:

Educational & Experience Requirement: Bachelor’s degree in Finance, Banking, or Accounting. Master’s degree preferred. Four years related professional accounting experience or equivalent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.


Supervision Given & Received: Works under general direction and may provide supervision to Accountant I, Accountant II, Accounting Clerks or student employees.

Primary Responsibilities: Assists in the preparation of the Quarterly Investment Report detailing position and performance for Board of Regents Meeting. Cash Management: monitors cash balances and forecasts short-term and long-term cash needs to maintain appropriate liquidity. Assists in the forecasting and preparation of the University’s quarterly Commercial Paper request. Responsible for all journal vouchers to ensure accurate and timely posting of financial and investment activity to the general ledger including: electronic bank deposits & cash transfers across all financial institutions, and income and expenses generated on invested funds. Ensures sound fraud prevention controls are in place and operational: Positive Pay with Payee Validation ACH Fraud Filter Dual authorization/approval. Keeps abreast of current treasury trends and best practices. Identifies and assists with the implementation of best practices to increase operational efficiencies and customer service. Provides guidance and supervisory support to Treasury Specialist and student interns/employees. Advises departments on accounting and banking services. Works with financial institutions and other third party agencies. Develops materials and is the lead instructor for any Treasury-related training (on-line or in-person). Responsible for account reconciliations for the offices of: Treasury and Investment Management, Student Financial Services, Business Solutions Support, and the Associate Vice-President for Finance and Operations. Operating Budget for Treasury and Investment Management, Student Financial Services and AVP Offices. Monitors revenue and expense transactions and reviews budget to actuals. Prepares change of budget requests as appropriate. Assist with the preparation of budgets and budget analysis. Assists students at the Bursar’s office during peak times (Fall and Spring registration). Reconciles P-Card purchases and submits to management for approval. Researches and resolves all reconciling items between the general ledger and financial institutions. Responsible for all international and domestic wire transfers: Creates wire templates for repetitive payments, confirms and approves that country-specific banking details have been provided by the department in BearkatBuy, and Initiates wire transfers through depository bank. Contributes to Treasury projects. Implementation of new banking services for increased efficiencies and excellent customer service. Conversion from local bank to Wells Fargo, which streamlined many paper processes to electronic processes and increased reporting capabilities; Controlled Disbursements (SOP), Same Day ACH (SOP), Department-specific training. Develop on-line training for wire transfers available through Talent Management (SOP) Performs other related duties as assigned.

Other Specifications: Other University departments, vendors and contractors, state and internal
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 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.