

Sam Houston State University Human Resources

Staff Classification Description – Assistant Treasurer

Skill Category: Professional
Position (Employee) Class: 3N014 (E1)
Grade: 22
Date: 02/2015

Department: Finance and Operations

Educational & Experience Requirement: Bachelor's Degree in Business, Accounting, Finance or related field. Master's degree in related field desired. Five years of related experience is required. A professional certification in a relevant field is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs highly responsible professional work in the management of the University's investments and banking operations, with the goal of protecting and growing the University's assets. Provides professional support to the Treasurer.

Supervision Given & Received: Works under minimum direction of the Treasurer.

Primary Responsibilities: Performs managerial duties supervising and monitoring the University's investments and banking operations. Monitors the performance of investment portfolios and evaluates the overall efficiency of cash flow operations within the campus. Oversees the transfer of funds to meet cash flow and investment needs. Develops and implements internal controls to safeguard the assets of the University. Develops long-term projections and strategies to maximize returns. Maintains relationships with banks, financial intermediaries, and investment firms. Gathers analytical data and applies statistical methods to improve optimization strategies. Develops and revises University policies and procedures. Interviews, hires, and evaluates personnel within functional area, as assigned. Plans, assigns, and supervises the work of others. Performs other related duties as assigned.

Other Specifications: Position requires strong analytical, quantitative abilities and organizational skills. Communicates with other University departments, students and other agencies as needed. Advanced knowledge of banking, investments, and a demonstrated ability to make timely and accurate decisions. Ability to represent the department and University in internal and external environments. Must be familiar with software programs such as Microsoft Office.

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.