



## Director, Banking/Cash Management Job Description

### JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 113818  |
| <i>Job Title:</i>        | Director, Banking/Cash Management                     |
| <i>FLSA Status:</i>      | Exempt  |
| <i>Supervisory:</i>      | May oversee staff, students and/or resource employees |
| <i>Job Family:</i>       | Treasury  |
| <i>Job Family Group:</i> | Accounting, Finance and Banking                       |
| <i>Management Level:</i> | 7 Individual Contributor                              |

### JOB SUMMARY

Executes and reviews daily banking operations and cash position, manages relevant internal/external relationships, and ensures all banking documentation is on hand and up-to-date. Maintains access to and strong relationships with all internal/external banking partners, ensuring consistent pricing and rate structures. Reports directly to the university treasurer, and works regularly with the Office of the Comptroller for tax reporting and on annual audits.

### JOB QUALIFICATIONS:

#### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i>   |    |
|------------|-------------|-------------------|-------------------------|----|
| X          |             | Bachelor's degree |                         | Or |
| X          |             | Bachelor's degree | Business Administration | Or |
| X          |             | Bachelor's degree | Accounting              | Or |
| X          |             | Bachelor's degree | in related field(s)     |    |
|            | X           | Master's degree   | Business Administration | Or |
|            | X           | Master's degree   | Economics               | Or |
|            | X           | Master's degree   | Finance                 | Or |
|            | X           | Master's degree   | Accounting              | Or |
|            | X           | Master's degree   | in related field(s)     |    |

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X          |             | 7 years                |                         |
|            | X           | 10 years               |                         |

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

| Req | Pref | Functional Skills   |
|-----|------|---|
| X   |      | Experience with treasury, financial, and/or banking policies, and proven understanding of bank account structures, fees, and pricing.   |
| X   |      | Demonstrated experience with cash positioning and forecasting systems, techniques, and methodologies (e.g., treasury management systems, bank portals, forecasting software).                       |
| X   |      | Proven ability to interpret, conceptualize, provide clarity, and resolve complex financial data, problems, and policies.  |
| X   |      | Excellent analytical, qualitative, and data organization skills.  |
| X   |      | Demonstrated experience fostering inclusive environments and a sense of belonging and appreciation for team members that drives best-in-class customer service.                                     |
| X   |      | Proven communication (written and oral) and interpersonal skills, able to create cultures of trust and transparency while building strong relationships with customers, partners, and stakeholders. |
| X   |      | Experience presenting technical topics to non-technical audiences, and providing both detailed information and summaries to management-level individuals and groups.                                |
|     | X    | Experience with higher education financial policies, procedures, and systems.   |
|     | X    | Proven experience in a leadership and/or management role, embedding organizational values and behaviors (e.g., ethics, accountability).   |
|     | X    | Thorough knowledge of local, state, and federal policies and procedures pertaining to banking.  |
|     | X    | Experience with ERP systems and accounting (e.g., bank reconciliation processes, financial reporting).  |

## Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications                           |
|-----|------|-----------------------|---|
|     | X    |                       | Certified Treasury Professional certification, or similar |

## Other Job Factors

|   |  |
|---|--|
| • |  |
|---|--|

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Executes and reviews daily banking operations and cash position, and creates and distributes daily management reports as needed. Ensures adequate liquidity for projected outflows, and that all excess balances are swept into allowable and diversified money market investments under all relevant, prevailing policies. Utilizes historical and projected information to produce consistent cash-flow forecasting. Ensures that all bank accounts are fully protected, with proper controls, and that only necessary bank accounts and services are in place. |        |           |          |     |
| Ensures that the overall bank-account structure is efficient and streamlined, and supports the university's cash inflow, outflow, and reconciliation needs. Responsible for annually benchmarking bank fees, and reviewing account analysis statements monthly to ensure all services and fees are appropriate. Ensures all documentation is on hand and up-to-date, including correct internal signatories. Reviews all documentation no less than once a year, ensuring appropriate compliance and controls are in place.                                       |        |           |          |     |
| Maintains access to and strong relationships with all internal/external banking partners (e.g., custodian banks, academic health system enterprises), ensuring proper cash-flows in/out. Regularly meets with internal stakeholders to conduct fraud prevention training, and ensure adequate service. Monitors access to bank systems at all times to ensure compliance and that the highest controls are in place.  |        |           |          |     |
| Ensures consistent, attractive pricing and rate structures based on prevailing market environments. Works regularly with the Office of the Comptroller for tax reporting and on annual audits. Researches and analyzes data (e.g., cash-flow timing) to identify trends and potential issues, and presents workable solutions that improve the university's overall working-capital position. Ensures fast turnarounds for internal banking requests (e.g., wire requests, reconciliations).  |        |           |          |     |
| Stays current with new payment technology and regulatory changes that could impact operations. Reviews banking partnerships and recommends strategic,   |        |           |          |     |

## JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| beneficial changes (e.g., diversification, risk mitigation). Acts as an administrator for all existing treasury banking systems, adding and deleting users as necessary, and amending entitlements as appropriate. Participates in relevant system implementations (e.g., ERP, treasury management), and works with the university treasurer to create and update relevant policies. May conduct request-for-proposals (RFP) as necessary and as required under existing internal policies. |        |           |          |     |

## Other Requirements

| Essential:   | Emergency Response/Recovery  | Essential: | Mandated Reporter   |
|--|--|------------|---|
|  | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. |            | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <i>Campus Security Authority (CSA)</i>   |  |            | <i>Essential:</i>   |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |            | No  |

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.