



## JOB INFORMATION

<i>Job Code:</i>	113817
<i>Job Title:</i>	Director, Liquidity/Financing
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.; Supervises employees and/or student workers.
<i>Job Family:</i>	Treasury
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Manages and executes treasury functions including bank relationship management, liquidity projections, capital bank management, and capital markets compliance. Monitors compliance with Treasury department goals. Assesses the products, services, technologies and systems that are available and appropriate for treasury departments. Oversees implementation of associated services. Evaluates and recommends initiatives, changes to bank relationships and day-to-day operations. Creates, maintains and updates liquidity operational policies and evaluation of such activities throughout the organization.

## 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	Finance	Or
X		Bachelor's degree	Business Administration	
	X	Master's degree	Business Administration	

### 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		Strong knowledge of risk management and banking relationships.
X		Advanced analytical skills.
X		Familiar with Generally Accepted Accounting Principles (GAAP).
X		Strong presentation skills.
X		Ability to handle multiple priorities in a deadline-driven environment.
X		Prior debt management and bank management experience.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Treasury Professional designation

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and executes treasury functions including bank relationship management, liquidity projections, capital bank management, and capital markets compliance. Monitors compliance with Treasury department goals.				
Serves as expert for all debt management needs. Partners with schools/departments and collaborates with strategic direction to support affordability studies and capital bank needs. Guides schools/departments through process and recommends best practices. Provides consultative services and training on capital bank matters, as needed. Acts as project lead for any recommended changes or needs.				
Manages financial risk as it relates to liquidity and capital market activities, including interest exposures. Oversees interest rate risk management and implements hedging strategies.				
Develops and implements debt operational strategies, policies and procedures. Ensures compliance with internal controls policies and procedures in day-to-day conduct and supervision of department activities.				
Oversees daily management of debt, including associated bank transactions. Recommends and implements improvements to current debt management process.				
Provides detailed consolidated liquidity projections and ad hoc analyses. Provides relevant peer benchmark reports to executive management. Makes recommendations based on projections and analyses.				
Analyzes, evaluates and recommends potential alternative financing structures and explains/shows their impact on budgets, balance sheets, tax effects and financial ratios. Applies mathematical or statistical techniques to address financial issues.				
Manages debt service schedules and quarterly rating agency reporting. Provides all bondholder information, including continuing disclosure as required by Electronic Municipal Market Access (EMMA) and tax legislation.				
Manages assigned staff. Recommends organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for staff and determines need for disciplinary action.				
Assists in the development of bank relationships. Analyzes, evaluates and recommends initiatives, changes to bank relationships and day-to-day operations.				
Monitors external bond trustee service providers to ensure compliance and efficiency. Identifies cost-saving opportunities.				
Assesses the products, services, technologies and systems that are available and appropriate for treasury departments.				
Develops and manages budgets and recommends or makes budgetary and resource allocations. Provides financial status reports as requested.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				
Tracks and reports internal loans such as capital plan, gifts and inter-department loans.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.