



USC University of Southern California

Treasurer Job Description

JOB INFORMATION

| | |
|--------------------------|---|
| <i>Job Code:</i> | 113820 |
| <i>Job Title:</i> | Treasurer |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | Manages through multiple layers of subordinate supervisors. |
| <i>Job Family:</i> | Treasury |
| <i>Job Family Group:</i> | Accounting, Finance and Banking |
| <i>Management Level:</i> | 3 Executive |

JOB SUMMARY

Oversees the treasury function, including cash management and forecasting, commercial and investment banking relations, and external debt management. Assists in developing financial strategies, policies and procedures. Leads the treasury oversight committee to ensure that treasury policies are consistent and compliant with all applicable laws, rules and regulations.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

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 | |

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

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|---|
| X | | Thorough knowledge of treasury operations. |
| X | | Management experience and financial systems experience. |
| X | | Demonstrated strong oral and written communication and analytical skills. |
| X | | Ability to work effectively with senior management. |
| X | | Ability to handle sensitive and confidential information. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Must be detail-oriented with ability to multi-task and meet time sensitive deadlines. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Oversees all cash management functions including cash concentration, wires, account funding. Ensures adequate liquidity by forecasting needs for working capital levels throughout the year. Optimizes account structures and limits risk exposure. | | | | |
| Oversees cash management banking and financial institution relationships. Negotiates bank and service fees. Implements new bank technologies, products and services to improve cash cycle and simplify company operations. | | | | |
| Assists the Vice President, Finance and Senior Vice President for Finance and CFO with any new bond issuances. Monitors existing debt to ensure compliance with applicable laws and covenants. | | | | |
| Develops and executes financial and operational controls. Develops strong internal controls and audit functions and ensures proper documentation. Ensures adherence to Sarbanes Oxley and other laws and regulations governing treasury operations. Initiates technological and tactical solutions to enhance operations, customer service and bottom line performance. Leads treasury oversight committee. | | | | |
| Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives. Implements and communicates to staff. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. | | | | |
| Cultivates and maintains relationships with internal and external constituents, including bankers, third party vendors and senior executives. | | | | |
| Provides expert advice on financial matters impacting the university. | | | | |
| Keeps informed on latest trends in the financial industry. | | | | |
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. | | | | |

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: https://policy.usc.edu/mandated-reporters/ |
| Campus Security Authority (CSA) | | | Essential: |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | 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.