

Job Title	Associate Director of Cash Management
PVN ID	VB-1604-001130
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	Office of the University Controller
Status	Full Time
Annual Salary	\$76,000.00 - \$96,000.00
Hour(s) a Week	35
Closing Date	Sep 23, 2016 (Or Until Filled)

General Description

Assists in managing the University's financial operations, including accounting, reporting, analysis, and compliance activities.

- Advises University and College managers on funding appropriateness and proposes fiscal solutions to resolve academic and/or administrative issues
- Participates in developing University-wide budgeting policies and procedures; interprets and ensures compliance with University, State, and City policies, guidelines, rules and regulations
- Participates in strategic planning and re-engineering efforts; evaluates outcomes and makes recommendations regarding resources
- Develops and recommends fiscal policies and controls
- Prepares and manages the production of financial, statistical, and analytical reports
- Collaborates with government agencies, auditors, and others as needed
- May negotiate contracts
- May hire, supervise and train finance and/or clerical staff, and manage related administrative functions
- Performs related duties as assigned.

Other Duties

The Office of University Controller [OUC] oversees four key financial areas for the University: Accounting, Financial Reporting and Accounts Payable; Treasury and Cash Management; Investments; and Procurement including Minority and Women Owned Business Enterprise (MWBE) program support. OUC administers the accounting, purchasing, and banking functions for all Central Administration offices and departments, while providing guidance to the University Community on various financial practices and policies.

Reporting to the Director of Treasury Services, the Associate Director of Cash Management will be responsible for all aspect of the cash management function, including the development and management of systems for the effective collection of revenues and payment of obligations. Responsible for providing leadership and direction to ensure designated cash processing, reconciliation and reporting functions are completed in a timely manner while in compliance with policy and regulations.

Key responsibilities include, but will not be limited to the following duties:

- Directs cash management operations to include daily cash administration, management of current accounts and bank relations.
- Reviews and drives improvements in cash management, ensuring financial obligations are met in accordance with policies and procedures.
- Timely reconciles cash receipts and disbursements.
- Monitors cash transactions to ensure that bank accounts balance to the report and any unusual items are investigated. Reconciles all University Central Office Treasury bank accounts on a daily basis.
- Forecasts, monitors and tracks cash flow (weekly, monthly, quarterly etc.)
- Prepares cash flow reports to identify and evaluate variances.
- Review, approve, and post Treasury entries in the cash management system (Financial Edge).
- Support the University Treasurer in efficiently managing the financial resources available with respect to resources, as well as staffing.
- Manage the banking entitlements and online processing for all University Central Office Treasury bank accounts.
- Monitor central treasury cash and investment accounts and bank fees.
- Develop financial data models for decision making.
- Manage the University's bank compensating balances to ensure that all funds are appropriately being used to offset service charges and invested when not needed.
- Manage the University's Adjunct Health Care Payment Program, including communicating with the University Benefit's Office, coordinating all payments and receipt of funds and reconciling all program files.
- Liaison for all audit matters related to Cash Management.
- Assist in the CUNYfirst cash management module implementation.

Supervise staff

Qualifications

- Bachelor's degree in Finance or related field.
 - Six years of related experience in Finance or Accounting required.
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- The ideal candidate will have the following knowledge, skills and abilities:
 - - MBA degree in Finance, or related field;
 - - Designation as a certified cash manager or Certified Finance Professional (CTP, CFA or FP&A)
 - - In-depth knowledge of financial statements and financial statement analysis, including an ability to

analyze cash flow and the impact of the financial statements.

- - Familiarity with bank cash management systems
- - Experience with an ERP effort, systems, and re-engineering/re-organizing business processes
- - Ability to take initiative, use sound judgment to make decisions, and exercise discretion and tact
- - Detail oriented and accurate with strong numerical analysis, evaluation, and research skills
- - Excellent written/verbal communication skills, along with the ability to communicate and negotiate with a variety of internal and external constituencies.
- - Work productively, independently, and collaboratively on teams with diverse stakeholders of various organizational levels
- - Strong managerial, planning, organizational, decision making, interpersonal, analytical and lateral thinking skills.
- - Proficiency using computers and office software programs plus online general ledger and financial systems, with advanced skill using Microsoft Excel and performing extensive pivot table analysis.