

Family: Business and Finance Services

Level: PR2

Position Profile Title: Officer-Treasury

Salary Grade: 9

Salary Range:

Minimum: \$ 97,476.00

Midpoint: \$134,004.00

Maximum: \$170,520.00

PROFILE SUMMARY:

Positions in this job profile direct business operations and strategic planning, responsible for capital market financing, liquidity management, financial risk management, banking relationships, cash management, internal banking and intra university relationships in support of OSU's goals and mission. They establish, implement and evaluate goals/policies with high impact decision making and problem solving.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Officer-Treasury profile are the responsibilities to direct business operations and strategic planning for the University's capital market financing, liquidity management, financial risk management, banking relationships, cash management, and internal banking.

PRIMARY POSITION RESPONSIBILITIES:

1. Directs treasury operations for the university, including analyzing pricing for banking and treasury services; debt planning, issuance, liquidity and portfolio management.
2. Manages external relationships, including, but not limited to the state treasurer's office, the University Shared Services Enterprise (USSE), commercial banks and other entities providing treasury management services to the University.
3. Manages and ensures compliance activities related to capital market transactions and the internal allocation of financing proceeds to departments.
4. Assesses risks of financial assets, liabilities as they pertain to the treasury activities of the University.
5. Assists in developing long-range plans and strategies for managing the university's cash and debt resources.
6. Prepares and/or supervises the preparation of special reports, studies and analysis.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; the job contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.



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RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Department, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in Finance or related field.

7 years of experience related to assigned responsibilities.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.