

**USF Job Class Description**

JOB CODE: 9502

JOB TITLE: Assistant University

Treasurer

JOB FUNCTION: Accounting, Finance,
Budgets

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

Effective Date: 04/01/2007

Job Title: Assistant University Treasurer**Job Summary**

The Assistant University Treasurer is responsible for assisting with the management of investments, debt, USF Financing Corporation and USF Property Corporation. The Assistant University Treasurer is responsible for managing financial risks and compliance with legal, operational, and tax requirements of the University's bond agreements. This position is the contact for financial programs with the University, DSOs, and auditors.

Nature of Work

This position typically reports to the University Treasurer or other appropriate administrator. The incumbent needs to have a thorough working knowledge of investments, managing debt, and accounting activities. Additionally, needs an understanding of negotiating vendor contracts.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Assist University Treasurer with managing University's investment portfolio and DSO debt.
- Manage activities, operations, compliance, accounting system and internal controls for USF Financing Corporation and USF Property Corporation.
- Manage relationships with Financing Corporation and Property Corporation Boards of Directors, various University committees, Moody's, S&P, and large commercial banks.
- Develop solutions to address financial and business challenges and to ensure continuous improvement.
- Hire, train motivate, and coach performance of assigned staff members in the Treasury and Auxiliary Services departments to meet established goals and requirements of the departments.

- Develop and build strategic relationships with national outsourced vendors.
- Review and negotiate vendor agreements.
- Generate financial reports for senior leadership to use in financial planning, reporting and communications to stakeholders.
- Serve as point of contact for University financial programs, Days Sales Outstanding debt, and auditors.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Finance, Accounting, Business or other related field and a minimum of five years experience; or a Master's degree in same and three years of appropriate experience.