

**USF Job Class Description**

JOB CODE: 9500

JOB TITLE: University Treasurer

JOB FUNCTION: Accounting, Finance,
Budgets

PAY PLAN: 21

CAREER BAND: H

FLSA: Exempt

Effective Date: 04/01/2007

Job Title: University Treasurer**Job Summary**

The University Treasurer is responsible for asset and liability management. Manages the University's investments and DSO (Days Sales Outstanding) debt. Plans, develops and implements policies and procedures for treasury functions. Oversees the USF Financing Corporation and USF Property Corporation.

Nature of Work

The University Treasurer typically reports to an Associate Vice President, Vice President or other appropriate level. The incumbent must have a thorough working knowledge of investments, cash management, and DSO debt and will partner with the University Controller's Office on these functions.

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.

- Direct the debt management function of the University.
- Manage financing programs and ensures the financial completion of projects including approval of project fund distribution.
- Direct the University's investment management by evaluating types of investments, project cash flows, assessing risks and rates of return, determining target reserve levels and recommending investment of operating funds.
- Develop and recommend financial strategy, policies, procedures and practices for the University's assets, liabilities, and revenue.
- Direct the annual strategic financial planning process.
- Analyzes financial records to forecast future financial position and budget requirements.

- Serve as Executive Director and oversees all activities of the USF Financing Corporation and USF Property Corporation.
- Manage relationships with financial advisors, counsel, credit rating agencies, underwriters, banks, and trustees.
- Ensures compliance with financing terms.
- Manage University banking relationships and ensures appropriate support of the University's banking needs.
- Monitor and ensures compliance with reporting and debt covenant compliance provisions.

Minimum Qualification Requirements

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