

Job Series Matrix

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| Job Function: Finance | | Job Family: Treasury - Professional | |
| Job Family Summary: Perform or manage debt and cash management activities. | | | |
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| Job Title: Treasury Analyst II | | Job Title: Treasury Analyst III | |
| Job Code: F1756P | | Job Code: F1757P | |
| Grade Level: 56 Exemption: Exempt | | Grade Level: 57 Exemption: Exempt | |
| Effective/Revision Date: January 2017 | | Effective/Revision Date: January 2017 | |
| Job Summary | | Job Summary | |
| Independently perform financial analysis to support department's role in forecasting future financial position and budget requirements. | | Independently perform complex financial analysis for Cash Management or Debt Management to forecast future financial position and budget requirements. | |
| Core Duties | | Core Duties | |
| <ul style="list-style-type: none"> • Perform a variety of financial analyses on the University's operating liquidity and treasury operations to identify trends and recommendations to help inform decision making • Provide analytics for the University's operating liquidity position and external debt portfolio; assist in the development of tools for various payment and reporting requirements; monitor for enhancement opportunities • Produce reports that support the development of financial analytics related to the University's access to capital markets, including new debt issuance, commercial paper rolls/floating rate program resets and revolver re-negotiation • Act as a resource for departments on transactional inquires and financial questions that require problem-solving and analytic capability • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations | | <p>Cash Management</p> <ul style="list-style-type: none"> • Upgrade and maintain the University's cash forecasting tool and process • Support the establishment and maintenance of international banking accounts consideration of different technologies available to the University • Perform monthly bank and credit card account reconciliations; resolve discrepancies • Initiate or approve ACH transfers, execute wire transfers and other funding necessary to balance the University's daily cash position • Provide data for monthly journal entries relating to cash management activity <p>Debt Management</p> <ul style="list-style-type: none"> • Provide analytics for the University's operating liquidity position and external debt portfolio; develop tools for various payment and reporting requirements; monitor for enhancement opportunities • Provide financial analytics related to the University's access to capital markets, including new debt issuance, commercial paper rolls/floating rate program resets and revolver re-negotiation • Act as point person for communications with select external stakeholders including credit rating agencies and state debt issuing authority • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations | |
| | | <p>Core Duties</p> <ul style="list-style-type: none"> • Develop and provide complex financial analysis on the University's operating liquidity and treasury operations including receipts, disbursements, cash forecasting and short term borrowing • Provide analytics for the University's operating liquidity position and external debt portfolio; develop tools for various payment and reporting requirements; monitor for enhancement opportunities • Develop financial analytics related to the University's access to capital markets, including new debt issuance, commercial paper rolls/floating rate program resets and revolver re-negotiation • Collaborate with other finance groups across the University on various high-visibility projects • Act as point person for communications with select external stakeholders including credit rating agencies and state debt issuing authority • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations | |

Job Series Matrix

| Basic Qualifications | Basic Qualifications | Basic Qualifications |
|--|---|---|
| <ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 3 years' experience in accounting or finance | <ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 5 years' experience in accounting or finance | <ul style="list-style-type: none"> Bachelor's degree or equivalent work experience required Minimum of 7 years' experience in accounting or finance |
| Additional Qualifications and Skills | Additional Qualifications and Skills | Additional Qualifications and Skills |
| <ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, intermediate excel skills Working knowledge of treasury function, capital markets, financial analysis and basic accounting principles Demonstrated experience with financial systems and data query tools | <ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills Working knowledge of treasury function, capital markets, financial analysis, financial modeling, and accounting principles Demonstrated experience with financial systems and data query tools | <ul style="list-style-type: none"> MBA or Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced Excel and PowerPoint skills Advanced knowledge of treasury management, financial analysis, financial modeling; working knowledge of accounting principles Demonstrated experience with financial systems and data query tools |
| Certificates and Licenses | Certificates and Licenses | Certificates and Licenses |
| | | |
| Physical Requirements | Physical Requirements | Physical Requirements |
| | | |
| Working Conditions | Working Conditions | Working Conditions |
| <ul style="list-style-type: none"> Work is performed in an office setting May be required to travel to other sites across the University | <ul style="list-style-type: none"> Work is performed in an office setting May be required to travel to other sites across the University | <ul style="list-style-type: none"> Work is performed in an office setting May be required to travel to other sites across the University |

Job Series Matrix

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|---|---|
| Job Function: Finance | Job Family: Treasury - Management |
| Job Family Summary: Perform or manage debt and cash management activities. | |
| Job Title: Treasury Mgt V | Job Title: Treasury Mgt VI |
| Job Code: F1759M | Job Code: F1760M |
| Grade Level: 59 Exemption: Exempt | Grade Level: 60 Exemption: Exempt |
| Effective/Revision Date: January 2017 | Effective/Revision Date: January 2017 |
| Job Summary | Job Summary |
| Provide strategy and management in domestic and international cash, banking structure and funding operations for the University's operating cash flow. | Oversee University's debt and cash management including the University's capital reserve and central bank ensuring optimal results and reducing operating risk. |
| Core Duties | Core Duties |
| <ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Develop and utilize operational metrics to proactively analyze bank service fees, industry/peer trends, benchmarking best practices and emerging regulations • Develop implement and communicate cash policies and procedures across the University • Act as point person for schools and units on all international cash management needs • Oversee the opening/closing of all bank accounts, ensure all records and related documentation are maintained • Oversee the administration of bank relationships for all University commercial partner banks and bank platforms • Assist in the ongoing development of global cash management strategies • Manage the continuous analysis of the University's operational cash flow • Evaluate, oversee implementation and support new banking technologies, products and services; act as primary contact for schools and units • Direct cost analysis, develop and present recommendations on solutions and opportunities to optimize cash and cash management strategies • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations | <ul style="list-style-type: none"> • Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Provide strategy, management, and direction in internal and external operations to minimize risk, fraud, and exposure to the University • Develop, implement, and enforce policies, procedures, and internal controls around treasury operations, systems, and reporting • Act as representative to and collaborate with department and schools on treasury related matters (capital reserves, central bank, cash management, Harvard Management Company) • Direct analysis and reporting to assist in decision making of University leadership • Establish cash management best practices to maximize portfolio and minimize risk • Ensure financial compliance with University policies and procedures and applicable legal rules and regulations |

Job Series Matrix

| Basic Qualifications | Basic Qualifications |
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| <ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' experience in accounting or finance • Supervisory experience | <ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 10 years' experience in accounting or finance • Supervisory experience |
| Additional Qualifications and Skills | Additional Qualifications and Skills |
| <ul style="list-style-type: none"> • MBA or advanced degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced debt and investment management | <ul style="list-style-type: none"> • MBA or advanced degree in relevant field • Knowledge of Microsoft Office Suite, advanced excel skills • Knowledge of advanced debt and investment management |
| Certificates and Licenses | Certificates and Licenses |
| <ul style="list-style-type: none"> • CTP Preferred | <ul style="list-style-type: none"> • CTP Preferred |
| Physical Requirements | Physical Requirements |
| | |
| Working Conditions | Working Conditions |
| <ul style="list-style-type: none"> • Work is performed in an office setting • May be required to travel to other sites across the University | <ul style="list-style-type: none"> • Work is performed in an office setting • May be required to travel to other sites across the University |