

MANAGER - CASH AND INVESTMENTS

Function of Job:

Under general direction of responsible USNH official, to be responsible for management of cash, short-term investments, bank accounts, endowment funds, and risk management (insurance) programs for the University System.

Characteristic Duties and Responsibilities:

1. Be responsible for management of balances in all USNH bank accounts and short-term investment of idle cash, involving estimating cash requirements, ensuring availability of cash to cover expenditures, and distributing interest to various campuses. Maintain adequate records of all transactions involving cash and securities under Manager's control to facilitate accounting and Bank reconciliation.
2. Be responsible with Treasurer for risk management (insurance) programs including revising coverage, placing coverage, filing claims, distributing costs and authorized payments under "self-insurance."
3. Be responsible for coordination of liability and fleet insurance programs with carriers.
4. Maintain endowment funds and special investment accounts, involving coordination with Controller of year-end closing, financial statements, income distribution and investment performance analysis.
5. Maintain daily contacts with bankers and investment managers in order to obtain maximum return on short-term investment funds.
6. Act as one of prime signators for financial documents including checks, interbank transfers and letters of credit with the Federal Government.
7. Assist and advise other staff members in area of expertise.
8. Undertake special financial projects as assigned by Treasurer or Chairman of the Finance Committee for Investments.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Business Administration with courses and emphasis in the areas of finance, investments, and insurance.
2. Three years of experience in financial and insurance areas.
3. Ability to negotiate insurance programs.
4. Ability to relate to the financial community including banks and investment houses.

Additional Desirable Qualifications:

1. Additional administrative/financial experience, preferably including some within a University System.

10/30/81

System Approval

10/30/81

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.