

## MANAGER OF TREASURY OPERATIONS

### Function of Job:

Under administrative review of Principal Administrator, responsible for managing System treasury operations and providing support for financial affairs and Trustee financial committees.

### Characteristic Duties and Responsibilities:

1. Review and propose changes to treasury procedures and assist with developing related policy.
2. Approve and initiate domestic and international wire transfers, with maximum authority to wire System funds. Provide back-up coverage for all banking activity associated with cash and investments.
3. Review and make determinations concerning submission of incident reports to insurance carriers, and interact with carriers on outstanding claims. Responsible for furnishing information and advice on System liability insurance matters throughout the System and for analyzing data related to insurance policy negotiations.
4. Coordinate and prepare information for System Trustee financial committees and subcommittees, maintain records of meetings, and research requests for information.
5. Serve as manager of information for principal administrator and disseminate information as appropriate; develop System-wide data to respond to national studies in financial areas, and generate other reports as assigned.
6. Review contracts, provide information related to contracts, research requests for related information, and supervise the distribution of contracts and maintenance of database.
7. Supervise the organization and maintenance of System property, endowment and contract records.
8. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. Bachelor's degree in business or related field and five years of related experience, or Master's Degree in Business Administration and three years of experience.
2. Specialized knowledge in areas of banking, investments and liability insurance.
3. Computer skills as required by department.

### Additional Desirable Qualifications:

1. Work experience in higher education.
2. Additional business experience.

1/26/99

System Approval

12/14/98

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.**