Classification Specification for Unclassified Service

Title: Assistant Treasurer

Pay Scale Group: 00

Essential Function

Professional employees that have direct responsibility for overall administration of management policies for the university; the breadth and scope of responsibilities are varied and require an ability to draw upon resources from a number of different units. Jobs in this band require substantial decision making related to complex management policies and general business operations typically having long-term effects and impacting a broad constituency.

Characteristic Duties

Establish long-range objectives and specify the strategies and actions to achieve these objectives;

Administer investment programs and assist with planning and policy regarding treasury activities;

Administer university endowment pool investments and all aspects of external borrowing;

Provide consultation to university departments and community organizations on financial, accounting, and investment issues;

Manage coordination of investment strategies of the university and the University of Cincinnati Foundation;

Serve as primary liaison with banking and investment institutions;

Other related duties as assigned.

Minimum Qualifications

Bachelor's degree with seven (7) years’ experience; -OR- Associate's degree with nine (9) years’ experience; -OR- eleven (11) years’ experience; degree must be in Accounting or Finance or related field. Accounting, cash management, investment management or related experience is required and must include one (1) year supervision. Some positions may require experience in investment operations and performance measurement.