

Treasurer

Title Details

Title Information

Classification Treasurer

Grade NC

Working Title

FLSA Status Exempt

Position Class Code 1M260

Full Time Part Time Full Time

Educational and Experience Requirement Bachelor's Degree in Business, Accounting, Finance or related field. Seven years experience in related field. A Chartered Financial Analyst certification is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position Oversees endowment and investment strategies in accordance with the Texas Uniform Prudent Management of Institutional Funds and Public Funds Investment Acts and Board of Regents Investment Policies. Supports Sam Houston State University by working with the Vice President for Finance and Operations and Associate Vice President for Financial Services managing SHSU investments.

Primary Responsibilities Performs highly advanced managerial work directing and monitoring a managed investment fund program. Directs securities investment operations, reviews, recommends and implements asset mix changes, and allocates cash flows for invested funds. Monitors and researches the performance of investment portfolios, monitors and evaluates overall fund performance, and modifies portfolios as appropriate. Develops and implements internal controls to safeguard the assets of the fund. Applies financial research techniques and interprets the results, conducts comprehensive evaluations, and complies with ethical standards and professional codes of conduct. Develops long-range investment plans and strategies and oversees investment programs to achieve the approved strategies. Develops and maintains relationships with University selected investment advisors and custodial managers. Conducts analyses on securities investment activities. Conducts and interprets analytical market research and applies statistical concepts and methods in the use of statistical and research applications. Develops strong investment networks for use in sourcing and testing investment ideas and strategies. Monitors various markets to identify trends and the best opportunities for the fund. Reviews performance of investment advisors pursuant to University desired investment performances and allocations. Plans, assigns, and supervises the work of others. Performs other related duties as assigned.

Other Specifications

Strong analytical, quantitative abilities and organizational skills. Ability to give professional presentations to significant constituencies. Communicates with other University departments, students and other agencies. Communicates with staff, students, and faculty employees. Knowledge of capital markets, valuation methodology, and investment theory and practice, possesses and demonstrates strong decision-making skills, a passion for investing, and the ability to work independently. Must be able to use computer, including programs such as Microsoft Office.

Supervision Given and Received

Work is performed under minimum direction of the Associate Vice President for Financial Services.

Hours per week**Work schedule****Pass Message****Fail Message**

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