

Sam Houston State University Human Resources

Staff Classification Description – Treasurer

Skill Category: Executive/Administrative

Position (Employee) Class: 1M260 (E1)

Grade: NC

Date: 11/2014

Department: Finance and Operations

Educational & Experience Requirement: Bachelor's Degree in Business, Accounting, Finance or related field. Seven years related experience. 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.

Supervision Given & Received: Work is performed under minimum direction of the Associate Vice President for Financial Services.

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.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.