

**JOB TITLE : DIRECTOR CASH MANAGEMENT**

**JOB FAMILY : FINANCE/BUDGET/PLANNING**

**BAND : H**

**FLSA : EXEMPT**

**JOB CODE : 10250**

**MAIN FUNCTION:**

Be responsible for the strategic direction of the University's cash management function.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Maintain strong banking relationships with University's domestic and foreign banks.

Perform ongoing reviews of new banking products and services and identify new opportunities.

Develop, implement, and manage cash flow forecasting and analysis and execute daily funding decisions.

Review banking fees and service quality; assess performance benchmarks and proactively recommend changes.

**JOB PROFILE :**

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: 7 but less than 10 years of experience or equivalent.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities and/or persuading others to take a particular course of action.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact to provide information and instruction.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to other supervisors.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING: Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect several departments within a college, school or administrative unit, or have a significant effect on students or employees.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***