

Job Opening

Job Posting: October 29, 2021

Application Deadline: 30 days or
until position is filled

JOB TITLE: Assistant Treasurer, Treasury Operations

LOCATION: NYC

DEPT: Treasury

BASIC FUNCTION:

Supervise, manage and report on corporate investment activities and debt portfolio. Oversee and approve corporate cash processing. Perform comprehensive financial analyses. Assist with PeopleSoft Treasury system operations and maintenance. Assist the Treasurer with special projects and serve as primary backup on cash management issues. Provide leadership, motivation, training and guidance to Treasury staff, evaluate workflow for efficient Treasury operations and resolve Treasury issues with other ESD departments or other State agencies, including the New York State Division of Budget and New York State Office of the Comptroller.

WORK PERFORMED:

- Supervise and manage ESD's investment portfolio, which includes corporate funds, economic development funds, special program funds, ESD bond proceeds and the multi-bond debt program portfolio.
- Safeguard the Corporation's cash by ensuring proper controls are in place to minimize risk exposure.
- Manage and supervise cash to ensure balances in excess of the Federal Deposit Insurance Corporation limit are properly collateralized.
- Formulate investment strategies for all commercial funds to provide liquidity and capital preservation, while earning a reasonable rate of return.
- Generate various required comprehensive financial analyses and financial reports.
- Assist with required ESD and affiliate bond transaction pre-closing and post-closing functions.
- Analyze various banker proposals, make recommendations and keep current with capital market conditions and issues.
- Oversee all corporate cash activities.
- Coordinate and advise Accounting staff about processing cash receipts, interbank fund transfers and disbursements to ensure proper accounting.
- Assist with ongoing maintenance of the PeopleSoft Treasury system, including setting up new instruments and managing the collective workload to keep the system current.
- Trouble shoot PeopleSoft system problems and issues as they arise and assist with any new initiatives.
- Co-ordinate month-end closing with Accounting and supervise validation of Treasury data.
- Monitor commercial payments to completion.
- Assist with implementation of banking and treasury services. Strategize to keep bank expenses to a minimum and properly collateralize balances in excess of FDIC insurance.
- Time payment requisitions of DOB, OSC, and vendors to the investment portfolio and monitor that investments are within Board approved investment guidelines ensuring capital preservation, liquidity, and reasonable rate of return based on market conditions and diversification.
- Assist with maintaining the Treasury operations manual as policies and operating procedures are revised.

Responsibility and Authority

Employee Relations: Requires skillful and tactful personnel management techniques to work with professionals from other departments, including the ESD Accounting and IT teams.

Material-Products-Equipment: PeopleSoft, Bloomberg, Banking Software, Excel, and Word.

Funds and Investments:

Business Contacts (Internal and External): Commercial bankers, trustees, brokers, external and internal auditors, financial consultants, New York State Comptroller's Office, New York State Division of the Budget, and various external consultants.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in relevant field (e.g. Finance, Accounting).

Relevant experience required: Must have supervisory experience.

Minimum eight (8) years of experience in Treasury Operations at a public or private sector entity.
or

MA degree or an MBA in Finance with 5+ years of Treasury Operations experience.

Knowledge required: Outstanding skills in Excel, Word, and MS Office; Full understanding and experience with Treasury management systems and banking software, and. Thorough understanding of capital markets and investments.

APPROXIMATE HIRING SALARY: \$130,000 - \$140,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke – AVP, Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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