

Job Opening

**Job Posting:** April 2022

**Application Deadline: 30 days or  
until position is filled**

**JOB TITLE:** Manager, Treasury Operations

**LOCATION:** NYC

**DEPT:** Treasury

**BASIC FUNCTION:**

Support Treasurer and Assistant Treasurers of Treasury Operations and Debt Management; manage all JDA investment portfolios. Integral role in duties related to all ESD Treasury operations. Back up for Director Cash Management.

**WORK PERFORMED:**

- Integral role in duties related to ESD Treasury operations including: daily cash package review, assist with bank account administration, approve wire transfers, assist with managing financial system, review investments in PS, review trustee requisitions, work with accounting staff as needed, preparation of collateral reports, callable investment reports, banking/financial system reconciliation.
- Serve as the primary backup to the Director of Cash Management.
- Execute ACH drawdown and wire transfers of lockbox funds.
- Serve as liaison to N.Y.S. Department of Taxation and Finance in managing JDA's investment and debt portfolios (currently there is no JDA debt outstanding).
- Maintain Commercial Paper Program and serve as primary contact (currently there is no CP outstanding).
- Handle ad hoc projects and research related to ESD and JDA.
- Review the work of the Treasury Analyst.

**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 accounting/Finance

Relevant experience required: Minimum 5 years' experience in financial services/treasury/accounting

Knowledge required: Working knowledge of Treasury Management Systems, Cash Management and various financial application software systems, excellent Excel and analytical skills.

**APPROXIMATE HIRING SALARY:** Up to \$80,000 (w/ comprehensive benefits package)

**INQUIRE**

Jema Chan – HR Recruiter, Human Resources Dept.

**External Candidates:** Send resume to [resumes@esd.ny.gov](mailto: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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