UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Cash Management Officer

DIVISION: Business and Finance

REPORTS TO: Controller

GRADE: 12

SUPERVISES:

BASIC FUNCTION:

Perform advanced professional accounting and cash management work including, but not limited to daily cash management function to ensure adequate cash balances, cash investments, daily updating of cash position, cash projections as requested and other financial accounting related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain and update daily cash management spreadsheets, including, but not limited to, claim on cash, investments, student fee allocations and cash planning.

Determine available funds for University cash management purposes. Make appropriate investments with banks in accordance with Board of Governor's and University policies.

Prepare daily accounting transactions affecting short-term investments. Reconcile investments to bank statements and general ledger on a monthly basis.

Prepare cash position report for University-managed funds as required.

Prepare cash projections as required.

Determine amount of cash on hand to be transferred to the State Treasurer in accordance with prescribed procedures.

Schedule and make Federal Direct Loan drawdowns. Record drawdowns in the Financial Records System on a timely basis.

Reconcile Federal Direct Loan accounts' claim on cash to the memo bank account at month end.
Reconcile monthly Federal Direct Loan drawdowns and disbursements with the Student Financial Aid Officers' records.
Determine and allocate interest income at month end. Update spreadsheets to record monthly interest income allocation and prepare accounting entries to reflect interest income as allocated. Ensure timely posting of transfers to the Financial Records System.

Make wire transfers of funds as required. Record transfers of funds on a timely basis.

Prepare daily accounting entries to record transactions affecting debt service funds and general long-term debt accounts.

Make cash transfers to the Trustee Bank as required by the Bond Indentures.

Within the Controller's Office, provide support to department heads in the integration of departmental activities into financial information systems.

Prepare quarterly 941 Report for FICA and federal withholding taxes.

In the capacity of authorized agent for the University, approve various State and internal documents.

OTHER DUTIES AND RESPONSIBILITIES:

Complete and/or assist in the preparation of numerous routine and special financial reports.

Provide active support to various external audit and internal audit functions.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably in accounting, finance or business administration. Three years' experience in fund accounting required. The following are required: the ability to communicate effectively orally and in writing; proficiency in computing, including word processing, spreadsheet and database applications; demonstrated initiative and ability to
effectively carry out cash management functions as required by the position; a strong background in analytical mathematics. Must be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports.
ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

SOME REQUIREMENTS MAY EXCLUDE INDIVIDUALS WHO POSE A DIRECT THREAT OR SIGNIFICANT RISK TO THE HEALTH AND SAFETY OF THEMSELVES OR OTHER EMPLOYEES.

THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THE POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM OTHER JOB-RELATED DUTIES REQUESTED BY THEIR SUPERVISOR.

Class Code:........0340
Position#:.........7072
Developed by:.......SG
Reviewed by:.........
Approved by:.........
Date:...............3/98