ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director, Treasury and Risk

DEPARTMENT: Finance, Rose Hill

OVERVIEW:
Reporting to the Vice President for Finance, the Director, Treasury and Risk manages 2 full-time staff and is responsible for the overall conduct of Fordham University’s treasury management function, including cash management, the corporate card program, credit card processing, short-term investments, and debt management. The Director is also responsible for the University’s overall risk management function, including managing the insurance portfolio and coordinating the Enterprise Risk Management (ERM) Program. The Director’s core responsibilities will also include relationship management with vendors in this area, managing a high-performance team, continually enhancing internal controls and processes, and collaborating across an enterprise for effective outcomes. The ideal candidate will have significant experience working in treasury operations with complex financial instruments, understand the operations of a sophisticated risk management apparatus, and be able to successfully create positive change through engaging a team of collaborative, disruptive, and innovative thinkers.

RESPONSIBILITIES:

Treasury:
- Establish accounts for the University with financial institutions for the collection and receipt of money paid or donated to the University
- Develop and maintain cash flow forecasts to help manage and forecast cash positions
- Seek solutions to maximize yield through investing available cash balances in the University’s accounts in short-term investments
- Manage Fordham’s endowment unitization program, spending calculation, endowment accounts, responding to related inquiries
- Direct the planning, execution, and ongoing management of University bond issuances and other debt arrangements: prepares or updates project descriptions, and coordinates review of legal documents; verifies and updates presentation materials for credit agencies and other parties; and manages the timelines and deliverables for smooth and efficient transaction execution
- Serve as relationship manager on banking and other relevant relationships
- Manage the University’s credit card collection program, including PCI compliance, and corporate credit card administration
- Review and develop solutions to strengthen internal controls and identify unique and cost-effective means to do business better
- Establish, maintain, and continually enhance Treasury policies and controls
- Collaborate with Student Affairs and other areas to bring educational and beneficial financial solutions to students, staff, and faculty

Risk
- Administer both the operational and enterprise risk management program
- Manage the University’s portfolio of insurance policies, including general, educators’ legal, foreign, vehicle, watercraft, crime, building and contents, and continually monitor for adequacy of such policies
- Prepare insurance bid specifications based on University’s risk exposures, oversee pre- and post-bid process, negotiate best insurance coverages and pricing
- Identify, understand, assess, manage and monitor key risk challenges facing the University, including maintenance of the ERM Program
- Ascertain the University’s ability to effectively transfer risk to insurance, self-insurance programs, or to third parties through contracts, agreements, etc.
- The Director may also may perform other duties and responsibilities, as requested.
MINIMUM QUALIFICATIONS:

- Bachelor's Degree or higher
- Minimum 10 years in roles of increasing responsibility in a complex treasury operations and risk management environment at a leading public or private sector organization
- Experience implementing technology and information systems
- Experience working directly with insurance policies
- Experience implementing an ERM program a plus
- Experience setting up international treasury arrangements for foreign branches or subsidiaries a plus
- Working knowledge of Banner Ellucian a plus
- Demonstrated ability to make difficult decisions
- Strong managerial, team-building, motivational, and people-development skills
- Able to facilitate collaboration and build trust with senior level personnel, constituents, staff, and third parties
- Possess complete integrity and high sense of personal and professional ethics
- Must be detail-oriented with ability to multitask and manage conflicting/competing priorities
- Excellent customer relationship, communication and interpersonal skills
- Must show initiative and work effectively with minimal supervision
- Must be highly familiar with all Microsoft Office suite products (Outlook, Word, Excel, PowerPoint)

STARTING DATE:        ASAP
SALARY:                Commensurate with experience.

SEND LETTER & RESUME: hr@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*