

Job Title	Cash Management Analyst
PVN ID	VB-1612-001560
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET , FINANCE & FISCAL POLICY
Department	Office of the University Controller
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 31, 2017 (Or Until Filled)

General Description

Program Description:

The Cash Management Analyst will work in partnership with all CUNY colleges and entities as a liaison for the Office of the University Controller assisting with the collection, disbursement and reconciliation of City University funds.

Other Duties

Working in the Department of Treasury Services for the Office of the University Controller, the responsibilities of the Cash Management Analyst are, but not limited to:

- Monitor all daily bank activities for an unusual charges to the CUNY bank accounts;
- Review daily bank activities and record the details in the Treasury Services system;
- Reconciles daily cash application and disbursements;
- Manage all outstanding checks to vendors and requests checks be voided as necessary to keep the files current;
- Review documentation submitted for payments to ensure compliance with all University policies and verify that the paperwork is accurate and complete;
- Process payments to vendors by creating invoices and payments in the Treasury Services system;
- Load positive pay files to the bank's online system for all checks generated;
- Perform monthly cash and investment analysis to monitor and maximize interest/credit earnings;
- Prepare monthly reports of receivables and payables;
- Maintain records for bank accounts and related activities;
- Prepare monthly status reports for all investment and banking activities;
- Evaluate all bank charges to ensure accuracy on monthly basis;
- Assist the Director with special projects and contracts;

- Assist processing Income Reimbursable Fund documents from the campuses including entering data into an MS Access database, NYS and NYC systems and excel worksheets.
- Scan and save all documentation pertinent to deposits and payments on the public server drive;
- Other duties or ad-hoc projects as assigned.

Qualifications

- Bachelor's degree required in Finance or related field
- Minimum of six (6) months of professional experience
- Ability to work independently and collaboratively in a fast-paced, demanding and complex work environment, with the ability to carry out multiple assignments.
- Excellent written and oral communication skills.
- Good working knowledge of Microsoft Office (Word, Excel and Access) required;
- working knowledge of Blackbaud's Financial Edge, online banking applications and CUNY First a plus.
- Knowledge of pivot tables, v-lookup, macros, charts, tables, and graphs are a plus.
- Designation as a Certified Treasury Professional would be a plus.