



GEORGETOWN UNIVERSITY
Office of the Chief Financial Officer

Apply to the Position, Use the Link Below:

https://georgetown.wd1.myworkdayjobs.com/Georgetown_Admin_Careers/job/2121-Wisconsin-Avenue/Senior-Treasury-Analyst---Georgetown-University_JR09468

Company Profile:

Georgetown University is one of the world's leading academic and research institutions, offering a unique educational experience that prepares the next generation of global citizens to lead and make a difference in the world. We are a vibrant community of exceptional students, faculty, alumni and professionals dedicated to real-world applications of our research, scholarship, faith and service.

Established in 1789, Georgetown is the nation's oldest Catholic and Jesuit University. Drawing upon the 450-year-old legacy of Jesuit education, we provide students with a world-class learning experience focused on educating the whole person through exposure to different faiths, cultures and beliefs. Students are challenged to engage in the world and become men and women in the service of others, especially the most vulnerable and disadvantaged members of the community. These values are at the core of Georgetown's identity, binding members of the community across diverse backgrounds

Position: Senior Treasury Analyst

The Senior Treasury Analyst position is part of the Office of the CFO / Treasury Management group. The incumbent will support the Director of Treasury Management and is responsible for managing the day-to-day operational Treasury activities, including cash management, investment management, debt management, and bank account management. The incumbent will ensure compliance with all Georgetown University Banking and Cash Management Policies & Procedures. Additionally, the incumbent will assist the Director of Treasury Management with improvement and optimization projects. This position interacts with many individuals from all aspects of the University community on Treasury Management matters, including senior management, CFOs, campus fiscal officers, accounting personnel, tax personnel and financial analysts.

The Primary Duties of the Senior Treasury Analyst are:

International and Domestic Cash Management:

- Manage, automate, and enhance the cash management processes for Treasury.
- Perform Daily Cash Positioning to ensure sufficient cash balances for expenses; transfer excess cash to investment accounts; borrow from lines of credit when necessary.
- Responsible for creating the Weekly Cash Report detailing the University's cash balances at various international and domestic banks.
- Work with various banks to handle day-to-day matters/queries.
- Download and save monthly bank statements for Treasury and Accounting.
- Download Customer Account Analysis and Billing Statements for each bank relationship and analyze accuracy of billing. Contact bank to review any pricing discrepancies.
- Work with the General Accounting Office (GAO) to ensure that cash transactions are recorded properly and in a timely manner.

Investment Management:

- Transfer excess cash as required into investment accounts.
- Monitor existing investments to ensure safety of principal while trying to maximum yield.
- Investigate new potential investment options for Treasury.
- Update Investment Policies and process map current Investment procedures.

Foreign Exchange:

- Work with internal departments to update and gather foreign exchange exposure positions.
- Execute FX spot transactions together with Director of Treasury Management.



GEORGETOWN UNIVERSITY
Office of the Chief Financial Officer

Special Projects:

- Assist with cash management related treasury improvement and optimization projects.
- Current projects include: automation of Treasury and AP payments through implementation of file transfer from Workday to PNC Bank; configuration / deployment of the Workday ERP Cash Management module; improve current AR collection process through implementation of lockboxes.

Bank Account Management:

- Ensure that all University bank accounts are centrally managed by Treasury, and that GU departments are complying with University banking policy/procedures.
- Complete and process all bank documentation to open/close bank accounts, and to update authorized signers on domestic and international bank accounts.
- Take a lead role in opening USD and local currency bank accounts in Africa for the Georgetown Global Health (GGH) initiative. Work hand-in-hand with the GGH team to open required bank accounts and to set up online banking in a timely manner.
- Ensure online banking system users are current and up-to-date with any changes to the account structure or users. Perform bi-annual audit of online banking users.
- Work with the Tax group on annual Foreign Bank Account Report (FBAR) filing requirements.

Debt Management:

- Assist with borrowing from the University's lines of credit.
- Monitor interest rates on borrowings; ensure borrowings are repaid according to schedule.

Cash Forecasting:

- Assist with the Monthly Cash Forecasting process.
- Perform variance analysis of cash forecast vs. actuals.

Policies and Procedures:

- Create and update banking and cash management policies and procedures.
- Create process maps (using Visio software) to document current and future Treasury procedures.
- Ensure that all cash management, investments, borrowings, and bank accounts are compliant with GU policies.

Qualifications:

The successful candidate will possess the following qualifications:

- Required: CTP Certification from the Association for Financial Professionals (AFP).
- Bachelor's degree or MBA in Finance, with 5+ years of relevant and progressive experience in Treasury.
- Experience in a higher educational environment is preferred.
- Experience with opening and managing international bank accounts is preferred.
- Demonstrated experience with use of ERP systems, such as Workday or SAP.
- Experience with implementing and designing Treasury management systems/software, such as Workday Cash Management, SAP Treasury & Risk Management, Kyriba, TreasuryXpress or Reval.
- Intermediate proficiency in MS Excel, Word, and PowerPoint required. Knowledge of Visio is preferred.
- Excellent communication (listening and speaking), diplomacy, discretion, and presentation skills.
- Must be able to work with minimal direction, be a good problem solver, be able to meet deadlines and exhibit a high-level attention to detail.
- Ability to exercise sound judgment and make reasoned decisions in a consultative and collaborative environment.
- Ability to work effectively in a dynamic environment with multiple and sometimes conflicting priorities.



GEORGETOWN UNIVERSITY
Office of the Chief Financial Officer

Current Georgetown Employees:

If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](#) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or ideaa@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

EEO Statement:

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](#) fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic [protected by law](#).

Benefits:

Georgetown University offers a wide variety of comprehensive and competitive benefits. Benefits packages include comprehensive health, dental and vision plans, disability and life insurance coverage, retirement savings programs, tuition assistance, voluntary insurance options (including group legal, accident, and critical illness), and much more. Whatever your need, the Office of Faculty and Staff Benefits will be standing by to support you. You can learn more about the benefits offered to eligible faculty and staff at <https://benefits.georgetown.edu> or view the [online interactive benefits guide](#) for more information.