Washington University

**Treasury Management**

Date: 11/28/17

**Job Title:** Financial Analyst (Loan Analyst)

**Job Code:** F2AE64

**Grade:** G13

**Position Reports to:** Assistant Treasurer

**Department Head:** Treasurer

**Department/School:** Treasury Management

**I.** **Position Purpose**

Responsible for the administration and analysis of the internal bank and internal loan, faculty loan, and other debt and lending related activities managed through the Treasurer’s office. Responsible for real estate functions performed by the Treasurer’s office including commercial, strategic and gifts of real estate. Provide analysis to support the assistant treasurer, treasurer and chief financial officer in developing efficient and cost effective treasury management policies and practices. Position reports to Assistant Treasurer.

**II. Primary Duties and Responsibilities:**

Internal loans, recycled loans and internal bank management (45%)

1. Evaluate the internal bank overall portfolio and portfolio characteristics. Oversee internal loans on an ongoing basis to insure payments in terms with the loan agreements. Proactively seek funding solutions through the mechanism of the internal bank.

2. Prepare quarterly internal loan portfolio analysis and reporting. Perform analysis of recycled debt refinancing; maintain and update recycled long term strategy document. Review the Treasurer’s Investment Pool (TIP) as a funding source for internal loans.

3. Document new internal loan requests and approvals including preparation of materials for the University Finance Committee of the Board of Trustees.

4. Review internal bank and plant accounting reports produced by Accounting. Bring issues to the attention of the Assistant Treasurer and Treasurer.

5. Prepare estimates of future internal loan funding needs

6. Maintain and update internal lending policies; recommend changes to policy, to be approved by management.

7. Review drawdown from unspent bond proceeds.

8. Evaluate and maintain compliance with tax exempt debt regulations.

9. Review negative plant funds and finance with temporary TIP and recycled loans as needed.

Real Estate Activity and loans for commercial and strategic real estate (10%)

1. Interface with Accounting and other internal and external contacts on real estate transactions. Review strategic real estate portfolio listing.

2. Work with Real Estate Department to analyze and process financing related to University’s commercial and strategic real estate activities. Anticipate short term funding needs and advise cash management personnel accordingly.

Faculty and staff loan management (5%)

Work with schools, office of the general counsel and key faculty and staff members to prepare and fund new faculty and staff loan requests. Ensure credit policies are followed in originating faculty loans. Review quarterly reports prepared by Accounting and bring issues to attention of Treasurer/Assistant Treasurer.

Other debt related activities (25%)

1. Assist in preparation of materials related to external debt issuance.

2. Review and renew bank lines of credit and letters of credit, standby bond purchase agreements and other agreements.

3. Provide analysis of loan programs for various opportunities including international student loans.

4. Work with the Treasurer, Planned Giving office and Director of Real Estate to evaluate, analyze, and seek Treasury management approvals to complete the acceptance of gifts of real estate and other property. Coordinate the sale of gifts of real estate and other property.

5. Track, maintain and analyze portfolio of oil and gas rights. Interface with outside managers of gifted property.

Additional responsibilities (15%)

1. Meet with Assistant Treasurer at least weekly to report on and discuss issues, review analyses and reports. Meet with Assistant Treasurer and Treasurer periodically to discuss internal bank, lending and real estate activities.

2. Provide back up to cash manager and cash desk as needed.

3. Other duties and special projects as assigned which may include back up to financial analyst on models such as debt repayment model, pro forma ratio model and cash forecast model.

MINIMUM REQUIREMENTS

Bachelor’s degree. Five years experience in finance, accounting or related field with knowledge of debt and financial management.

Strong oral and written communications skills.

Well organized, detail oriented individual.

Highly ethical individual with ability to responsibly handle confidential information.

Excellent interpersonal skills with service orientation; ability to participate as a team member on various projects.

Ability to work cooperatively with other financial and University departments

Strong spreadsheet, quantitative and analytical skills; ability to produce clear and relevant analysis.

Ability to manage and prioritize multiple tasks, work under pressure, deal with last minute requests and meet deadlines.

Ability to identify and implement process improvements.

Highly proficient with Excel.

Able to work independently with low level of supervision.

Self starter. Sense of urgency.

PREFFERED REQUIREMENTS

MBA from AACSB accredited program.

Experience in accounting/finance/banking or credit.

IMPACT

The duties performed by the person in this job will impact the university and outside customers’ including service providers.

Contacts with Schools and Departments, donors, planned giving office, other universities, and external vendors. Senior management contacts include the Vice Chancellor for Finance & CFO, Treasurer, Assistant Treasurer, Associate Vice Chancellor for Real Estate and Director of Real Estate.

The position is responsible for analysis and administration of internal loan, faculty loan, and real estate portfolios of approximately $1.7 billion combined. This is a full-time position performed in an office environment with occasional offsite visits.

**INTERESTED CANDIDATES MAY VISIT THE FOLLOWING TO APPLY:**

<https://jobs.wustl.edu/>

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