

Massachusetts School Building Authority

Job Description

Job Title: Senior Treasury Analyst
Department: Finance
Reports To: Treasurer
FLSA/Grade: Exempt / 11
Salary: \$80,299 - \$96,359

Position Summary

The Senior Treasury Analyst is a full-time exempt position reporting to the Treasurer. The Senior Treasury Analyst oversees the receipt and disbursement of funds, related commercial banking activity, and bond trustee activity. The Senior Treasury Analyst will support and assist the Treasurer and CFO with the Treasury operations of the MSBA.

Essential Responsibilities

Treasury and Cash Management

- Performs all banking transactions necessary for operations including batch approvals, wire transfers, and account transfers.
- Manage the receipt, disbursement, and associated recordkeeping for all MSBA funds.
- Supervise the disbursement of grant payments to cities, towns and regional school districts.
- Oversee the timely and accurate processing of vendor invoices.
- Maintain and update payments tracking for grant payments to cities, towns and regional school districts.
- Work closely with MSBA audit staff to process weekly capital project reimbursement requests.
- Develops and updates policies and procedures for account payables and collections.
- Perform other duties as assigned.

Debt Management

- Maintain database of all outstanding debt to monitor compliance with provisions of debt issuances.
- Manage activity with the bond trustee required pursuant to the MSBA's trust agreement, including the monthly reconciliation of all dedicated revenue set asides, transfers and payments.

Supervisory Responsibilities

Supervise Accounts Payable Analyst

Required Education, Experience, and Skills

- Bachelor's degree in a related field.
- 5-8 years of direct treasury/cash management experience. Two (2) plus years of supervisory experience preferred.
- Proficiency in Microsoft Office software applications, including Excel, Word, Access, PowerPoint and Outlook. Expertise in Excel spreadsheet manipulation.
- Experience with online banking portals, accounting systems and ERP systems.
- Demonstrated knowledge and experience with municipal debt issuance.
- Strong verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Ability and willingness to travel on occasion.
- Ability and willingness to maintain confidentiality at every level.

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Approved by: _____
Deputy CEO / Executive Director Date

This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.