The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Finance and Treasury Analyst. This is a renewable, full-time, non-tenured, administrative position and reports to the Director of Finance. The position will be located in Reno, NV. The NSHE is comprised of eight institutions: Two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The Finance and Treasury Analyst position is primarily responsible for the day to day operations of the NSHE’s pooled operating funds, pooled endowment fund operations, the centralized treasury and cash management function and daily activities related to the System’s debt management and compliance.

GRADE: 6

APPROXIMATE STARTING DATE: May 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor’s degree in Business or closely related field from a regionally accredited institution and a minimum of two years progressive experience directly applicable to the position OR seven years of experience in a field directly applicable to the position.

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

- General knowledge of cash management, investment management and accounting
- Proficient use of a variety of computer applications, database information, and accounting systems; MS Suite (Word, Excel, Access)
- Strong ability to use MS Excel to perform analysis and create reports
- Excellent communication skills; both verbal and written
- Strong organization skills
- Strong attention to detail
- Ability to work independently under minimal supervision demonstrating effective problem solving, decision-making and judgment
- A high degree of integrity and demonstrated ability to adhere to the highest degree of ethical standards
- Ability to create and maintain accurate financial and accounting records
- Ability to interact effectively with internal and external constituencies and work collaboratively as a team member
- Ability to analyze and interpret financial data
- Ability to demonstrate effective problem-solving, decision-making, and sound judgment
- Ability to prioritize and complete multiple tasks in an efficient and timely manner while strictly adhering to deadlines

RESPONSIBILITIES: The duties of the position will include, but not be limited to, the following areas of responsibility:
• Perform monthly entry of investment manager account statements, calculation of gain/(loss), income allocation to NSHE Institutions and reconciliations for the System Administration Endowment Pool (approx. $230 million) and the System operating pool (approx. $750 million)
• Daily transactions to/from the pooled funds such as endowment gift additions, income, fees, expenditures
• Endowment database entry and management and calculation of the participating institutions’ quarterly spending and fees from the endowment pool
• Oversee scholarship dollars and coordinate award of scholarships to the NSHE institutions from the System endowment pool
• Maintain records of statements, transactions and related documents for the System Operating and Endowment pooled funds
• Correspond with NSHE Foundations and accounting personnel to communication information, answer questions and problem-solve
• Responsible for NSHE’s centralized treasury and cash management function including but not limited to: calculating NSHE’s daily cash position, funding NSHE’s consolidated account, processing wires and ACH’s, banking software administration, maintain records of balances and transactions, correspond with NSHE Controller’s Offices to provide related information and problem-solve and correspond with NSHE’s merchant and commercial banking providers.
• Review and process invoices related to finance and treasury functions
• Perform tracking, reconciling and maintenance of records for NSHE’s bonds and other indebtedness at the system level. NSHE’s total indebtedness as of June 30, 2015 was $640 million.
• Review and process debt service payments and debt related fees
• Complete financial information surveys and other documents related to bond issuance and compliance
• Communicate debt related information to NSHE Institutions and work with NSHE’s paying agent bank to request funds and information for the NSHE institutions
• Perform a variety of analysis and reporting related to the NSHE banking, investments, debt, initiatives and projects
• Act as liaison between NSHE and external auditors to provide information related to activities of the Finance Department

TO APPLY: The application process will be handled through the Consensus Search on-line search process. The review of application materials will begin upon submission and must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at http://system.nevada.edu/Careers/index.htm. For assistance with NSHE’s on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori.mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until the position is filled. The review of application materials will begin upon submission, however, to ensure full consideration, applications should be submitted by April 3, 2016.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.