

The Treasury and Investment Analyst will provide comprehensive analytical support for investment portfolios, treasury and investment projects, and treasury operations within Financial Operations & Treasury (FO&T). This position will be responsible for modeling, forecasting and managing financial analyses for investment portfolios including the staff pension plan, post-retiree medical plan, charitable gift annuity, and charitable remainder trusts, as well as ad hoc requests. Further development of analyses, modeling and related quantitative tools, will be required. This team member will be asked to present relevant findings as well as summarize the results and provide recommendations for Board level presentations. The Analyst will work on treasury and investment project management including but not limited to, changing investment providers, simplification of the defined contribution programs and record keeper, defined benefit pension plan re-design and de-risking alternatives, and working with the Development office on gifting investments. The position will also support day to day operations of cash management and wire transfer movements using a leading treasury management system and bank payment portals.

**Required Education:**

Bachelor's degree in Finance, Accounting, Business or related fields.

**Preferred Education:**

Masters or MBA in Business/Finance/Accounting.

**Required Experience:**

At least 5 years of treasury and/or investment experience.

**Preferred Experience:**

Relevant experience from a global corporation with overseas sites, complex higher education institution, or other global not-for-profit organization. 5 years of investment and treasury operations experience, including 1-3 years knowledge of treasury operations and wire transfers for a global organization preferred. Experience with banks, investment providers, accounts payables, technology and accounting groups preferred.

**Required Skills, Knowledge and Abilities:**

Excellent financial analysis skills including experience with investments and project management in a large corporate, and/or university setting. Capacity to think and act strategically. Demonstrated leadership qualities. Ability to independently prioritize workflow, request assistance from colleagues and external partners and achieve on-time execution of deliverables. Strong written/graphical and interpersonal communication skills. Mastery of Excel, PowerPoint, and Word environments. Demonstrated ability to confidently manage third parties. Ability to research, synthesize, report and recommend solutions for complex financial problems.

**Preferred Skills, Knowledge and Abilities:**

Certified Treasury Professional (CTP) credential preferred. CFA credential would be desirable.

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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