

MICHIGAN STATE UNIVERSITY

DIRECTOR, TREASURY AND FINANCIAL MANAGEMENT

Michigan State University invites applications and nominations for a Treasury and Financial Management Director. Reporting to the Vice President for Finance and Treasurer, the Director oversees the operational and personnel activities within the Treasury and Financial Management (TFM) Office, including: investment of operating cash, separately invested endowment and non-endowment investments, cash management and banking, debt management, endowment management, and special projects.

Description of Duties:

Operating Cash Investments

Direct the University's operating cash investment activities, including:

- The development and implementation of policies and strategies for the operating cash pools and other separately invested endowment and non-endowment investments as approved by the Board of Trustees.
- Primary liaison for the investment consultant and investment managers for the operating cash pools and other separately invested endowment and non-endowment investments.
- Studies and analyses of operating cash pool investment strategies.
- Continuous monitoring of the operating cash pools and separately invested endowment and non-endowment investment managers.
- Investment accounting, performance management, portfolio analysis and external reporting.

Cash Management and Banking

Direct the University's daily cash management and banking activities, including:

- Implementation of new banking relationships and services, including treasury "best practices."
- Primary liaison with banks/investment managers.
- Studies and analyses of operating cash pool liquidity strategies.
- Day-to-day operating cash liquidity oversight.
- Daily, monthly and multiyear cash flow projections.
- Investment income projections.

Debt Management

Direct the University's external and internal debt management activities, including:

- Compliance in accordance with the relevant bond covenants, swap agreements, line of credit agreements and other debt agreements.
- Summarize and analyze the University's debt portfolio to determine and minimize the "all-in" risk-adjusted cost of capital.
- Primary liaison with internal and external bond counsel, debt advisors, debt counterparties, rating agencies and borrower departments.
- Coordinate presentations on debt financing or refinancing to MSU Board of Trustees and administration.
- Debt capacity monitoring and projections.
- Debt payments in accordance with the relevant bond covenants.
- Swap payments in accordance with the relevant swap agreements.
- Oversight of internal loan program.

Endowment Management

Direct the University's endowment program, including:

- Compliance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and University policy consistent with accounting and legal requirements.
- Liaison with University Advancement, General Counsel and endowment recipient departments.
- Assist departments with the interpretation of endowment guidelines and financial information pertaining to individual endowments.
- Review of new endowment agreements and amendments.
- Spending policy analyses for recommendation to MSU Board of Trustees.
- Spending policy distributions as approved by MSU Board of Trustees.
- Purchase and sale of Common Investment Fund units.
- Reinvestment of unspent spending policy distributions in accordance with endowment guidelines and departmental direction.
- Utilization of endowment income accounts and facilitation of appropriate spending plans with beneficiary departments.
- Maintain the financial information in the University-wide Scholarship/Endowment system.
- Endowment Fund annual financial reporting for inclusion in the University's audited financial statements.

Special Projects

- Research and analytical reviews as assigned by executive management.
- Business case reviews and other financial analysis in support of recommendations for functional responsibilities.

Supervision and Administration

- Perform all duties associated with hiring and supervising three professional staff.
- Coordinate planning process for assignment of operational responsibilities.

Qualifications:

- Bachelor's degree required preferably with a major in accounting or finance. Advanced degree such as an MBA or master's in accounting or finance is desirable.
- Certification as a Certified Public Accountant (CPA) or Certified Treasury Professional (CTP), or equivalent, is required.
- Five years of professional experience with an emphasis on accounting, finance or business analysis is required.
- Demonstrated skill in leadership, supervision and teamwork.
- Excellent time management skills and multi-tasking experience with ability to meet deadlines.
- Excellent written and verbal communication skills.
- Ability to interact effectively with management at all levels and MSU Board of Trustees.
- Experience ensuring reviews adapt to changing professional requirements, as well as changing areas of priority/concern.
- Demonstrated skill in exercising good judgment, with integrity, and observing ethical standards ensuring objectivity and independence; remaining free from conflict of interest.
- Demonstrated skill in discharging professional responsibilities with due care, competence and diligence in accordance with the standards established for the profession.

University Overview:

Founded in 1855, Michigan State University is the nation's pioneer land-grant university and one of the nation's top research universities. MSU is a member of the prestigious Association of American Universities (AAU) and external funding for research totaled \$589 million in 2015-16. Offering nationally ranked academic, residential college, and service learning programs, the University is ranked among the Top 100 Universities in the World (US News and World Report). More than 200 programs of study are offered through 17 colleges to a diverse and inclusive academic community, which in fall 2015 included 39,143 undergraduate students and 11,400 graduate and professional

students from all 83 counties in Michigan, all 50 states in the United States, and more than 138 other countries. MSU employs 5,300 faculty and academic staff and approximately 6,800 support staff. The 5,200-acre campus is located in East Lansing, three miles east of Michigan's capitol in Lansing. The University General Fund Budget for 2016-17 is \$1,317,000,000 and the 2015 endowment topped \$2.3 billion. Currently engaged in Empower Extraordinary, The Campaign for Michigan State University, the University has achieved 83% of the \$1.5 billion goal.

Contact:

The search will remain open until a final candidate is selected. For best consideration, send expressions of interest (cover letter and resume), inquiries and nominations by November 1, 2016 to Susan VanGilder, Partner or Beth McCarthy, Associate, Storbeck/Pimentel and Associates, LP at: MSUDirectorTFM@storbecksearch.com.

MSU is an affirmative action, equal opportunity employer. MSU and is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, person of color, veterans and persons with disabilities. It is also committed to providing a work environment that supports employees' work and personal life and offers employment assistance to the spouse or partner candidates for faculty, academic and non-academic staff positions.