POSITION TITLE: Director of Treasury
REPORTS TO: Vice President and Treasurer
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: New York, NY

The Organization

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

KEY RESPONSIBILITIES:

Overseeing Daily Cash Management Requirements and Transaction Processing
- Ensure adequate cash balances for daily operations
- Review and release wire transfer and ACH transactions
- Evaluate cost and services of current provider’s and competitors’ treasury management portals

Overseeing Systems and Collection and Storage of Transaction Data
- Act as primary security administrator for J.P. Morgan Access and other treasury management portals
• Make sure that files are correctly maintained and that all necessary documentation is retained

Managing Monthly Cash and Investment Reconciliation Process
• Work with the Accounting Department to make sure that cash and investment activity is properly recorded on a monthly basis

Providing Management Oversight of CDFI Fund Reporting
• Oversee completion and submission of Annual Certification Report
• Make sure that reporting requirements for CDFI Program and Capital Magnet Fund Program awards are met

Serving as Project Manager for CDFI Bond Guarantee Program
• Ensure that compliance and reporting requirements are met
• Monitor pledged loans and oversee collateral substitutions

Managing Staff
• Oversee a Senior Financial Analyst whose responsibilities include preparing loan portfolio reports and sending investor reporting information

Performs additional duties, as required.

QUALIFICATIONS AND EXPERIENCE:
• Bachelor’s Degree required with Master’s Degree in finance, business administration public administration or similar field preferred;
• Minimum 5 years’ work related experience in cash management, treasury operations and compliance reporting; non-profit experience preferred;
• Strong financial and analytical skills, excellent decision making skills, and a strong operational focus;
• Must have prior experience working with a treasury management portal, experience using J.P. Morgan Access preferred;
• Experience supervising, managing and coaching staff is required;
• Outstanding written and verbal communication skills.
• Experienced balancing tactical and strategic issues;
• Ability to prioritize and handle multiple tasks;
• Strong computer skills, highly proficient use of Microsoft Excel spreadsheets;
• Excellent interpersonal skills and a team-player;
• Strong attention to detail.

Salary
LISC offers a competitive salary and excellent benefits.
Please email your cover letter and resume to cbranker@lisc.org and use the subject line, “Director of Treasury”.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE