

Idaho State University
Pocatello, Idaho

Position Specifications

Executive Director - Treasury, Business Services, & Policy
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Prepared by:
Summit Search Solutions, Inc.



Idaho State

UNIVERSITY

www.isu.edu

THE INSTITUTION

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: www.isu.edu

Location: Pocatello, Idaho

THE OPPORTUNITY

The **Executive Director for Treasury, Business Services, and Policy** reports to the Vice President for Finance & Administration and supervises two staff members, the Treasury Analyst and Policy & NRA Tax Specialist. The position has responsibility for managing treasury activities which may include capital market financing, liquidity management, financial risk management, banking relationships, cash management, collection of accounts and notes receivable, internal banking, and other financial relationships. The position is also responsible for related business services including interfacing with internal audit functions, and non-resident alien student and employee tax issues and treaties. The incumbent is responsible for developing and implementing policies and procedures within Finance & Administration and also serves as the Chair of the University Policy Committee.

The Executive Director also serves as an advisor to the Vice President for Finance & Administration on a wide variety of special assignments and strategic projects related to the sound financial and effective business operations of the University.

Key Responsibilities:

- Oversee the treasury and investment functions for funds held by the University. Focus is on diversification of holdings, maximization of investment returns, and the overall effectiveness of the use of the funds (excluding funds held by the ISU Foundation).
- Manage the review and assessment of internal audit plans, findings and recommendations as they relate to the management of effective and efficient university business operations; coordinate management responses to audit recommendations and ensure the timely implementation of related actions as necessary.
- In conjunction with the University Controller, monitor cash management, including collection of receivables and student accounts. Additionally, position is responsible for cash forecasting, deposits and banking services, on-campus and off-campus cash processes,

electronic funds payments and transfers, check acceptance guidelines, armored car services, and the opening/closing of bank accounts.

- Strategically manage university banking relationships.
- Manage the university interface with external rating agencies and related financing opportunities. Oversee new long-term debt financing and manage existing debt.
- Coordinate the development and implementation of new ISU Policies and Procedures, (ISUPP) related to the operations of Finance & Administration. Serve as chair of the campus policy committee.
- As directed by the Vice President for Finance and Administration, undertake ad hoc projects and reports; manage the implementation of any related change to business practices or policies as a result of those projects or reports.
- Prepare oral and written presentations for internal and external correspondence and/or business consultations.
- Provide decision support analysis and input for management of the University's operations and financial resources and business process improvement opportunities within finance and administration.

Qualifications:

- Bachelor's degree in finance, accounting, or a related business field; and seven (7) years senior finance, investment, treasury, and/or related auditing experience required. An advanced degree and/or professional certifications are preferred and may be given consideration towards the minimum years' experience requirement.
- Prior experience interfacing and coordinating with internal audit functions and/or other relevant business experience within a higher education environment preferred.
- Highly effective oral and written communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with staff at varying levels of the organization and achieve successful outcomes.
- Ability to lead and manage people and programs.
- Commitment to customer service.
- Demonstrated ability to organize and prioritize tasks and projects independently to meet deadlines and achieve high quality work outcomes.
- Demonstrated use of innovation and analytical skills to generate viable options and develop solutions to diverse workplace issues.
- Demonstrated level of computer literacy, including proficiency in the use of word processing and spreadsheet software and other related tools.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Please submit resume and cover letter upon application. Click the following to apply. [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5629724&portalID=5652>

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Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



POCATELLO AND SOUTHEAST, IDAHO

Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho, <http://www.pocatello.us/>
Idaho State Journal (local news), <http://www.idahostatejournal.com/>
Visit Pocatello.com, <http://www.visitpocatello.com/>
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>
Bannock County, <http://www.co.bannock.id.us/index.htm>

