



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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| <b>Position Title:</b>         | Senior Treasury Analyst         |
| <b>Payroll/Personnel Type:</b> | 12 Month                        |
| <b>Job #:</b>                  | 8641                            |
| <b>Reports to:</b>             | Director of Cash and Investment |
| <b>Shift Length:</b>           | 8 hours                         |
| <b>Union Eligibility:</b>      | Not Eligible                    |
| <b>Starting Salary:</b>        | \$80,000                        |

**Position Summary:**

Responsible for managing and analyzing the district's financial activity. This includes managing cash flow, income, liability obligations and assets. Performs the duties required to ensure an efficient banking structure to support operations through overseeing operational and strategic projects. The Analyst will support all aspects of Treasury Operations activities. This includes assisting with the development of cash management banking solutions for and supporting the cash forecasting process.

**Essential Functions:**

- Manage bank accounts and relationships: Coordinate with the district's bank to open accounts for schools, prepare necessary documents and communicate with both bank and school personnel to ensure smooth account setup.
- Utilize online banking systems: Access the district's primary online banking system to download check files and upload them into the district's financial system for accurate processing.
- Maintain financial system integration: Ensure the banking module within the district's financial system is properly maintained, including reconciliations and system updates.
- Support investment activities: Assist in managing and investing district funds, ensuring funds are handled efficiently and in compliance with regulations.
- Bank account balancing: Assist with daily bank transfers and wires, ensuring proper account balancing and addressing any discrepancies.
- Accounts Receivable backup: Provide backup support for the Accounts Receivable Clerk/Cashier in managing cash transactions and collections.
- Assist with audit preparation: Help prepare audit schedules, ensuring all necessary documentation is organized and accessible for review.
- Reconcile daily bank activity: Ensure that daily bank transactions are accurately reconciled with the district's general ledger.
- Billings and payments: Prepare billings for amounts owed to the district and assist with monthly tax payments and related reconciliations.
- Revenue account inquiries: Conduct research and review of revenue accounts in response to internal inquiries to ensure accuracy.
- Prepare journal entries and statements: Create monthly journal entries and prepare investment statements to keep financial records up to date.
- Voucher preparation: Assist in preparing vouchers for miscellaneous expenditures, ensuring accurate processing and documentation.
- Support banking services RFPs: Assist in the preparation and evaluation of Requests for Proposals (RFPs) for banking services to enhance district operations.



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- Cash forecasting support: Aid in the cash forecasting process to ensure appropriate liquidity levels are maintained for district operations.
- Evaluate banking products: Research and evaluate new banking products and services to enhance operational efficiency and cost-effectiveness.
- Bank account and system maintenance: Ensure the accurate maintenance of bank account balances, Treasury systems, and related financial data.
- Departmental filing and organization: Assist with filing and organizing departmental records and documents to ensure efficient access and compliance.
- Support standby letters and guarantees: Assist with the management of Standby Letters of Credit and bank guarantees in accordance with district requirements.
- Maintain department website: Regularly update and maintain the department's website page to provide current information to stakeholders.
- Assist with district-wide presentations: Support the preparation of presentations and treasury-related materials for district-wide use.
- Additional duties as assigned: Perform other related tasks and special projects as directed by management to support the district's treasury operations.

**Knowledge, Skills, and Abilities:**

- Excellent communication (written and verbal), analytical and interpersonal skills
- Strong computer skills, including proficiency in Microsoft Word, Excel and PowerPoint
- Ability to handle multiple tasks under tight deadlines

**Experience:**

- 5 years' work experience in treasury/cash management or banking field preferred

**Education:**

- Bachelor's Degree in finance, Accounting, Economics, or related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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**Review/Approvals:**

| Employee | Date | Immediate Supervisor | Date |
|----------|------|----------------------|------|
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Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***