

Job Code 0560	FLSA Status E	Eff Date 02/01/2026
Stnd Hrs/Wk 40.00	Work Period W	Comp Freq M
Reg/Temp R	Job Group 10	IPEDS Cd A
Job Funct. EXS	Sal Plan UHE	PayGrade UHO
Edu 6	Experience 6	Certification/Licensing 4
Work Complexity 6	Change in Knowledge 2	Problem Solving 5
Impact of Decisions Inside Department 5	Impact of Decisions Outside Department 5	Impact of Decisions Outside University 5
Judgement 5	Supervision 5	Internal Customer Service 7
External Customer Service 7	Environmental Working Conditions 1	Physical Effort 1
Physical Risk 1	Job Date 9/1/2024	EEO-1 Cat N
EEO-4 Cat 2	EEO-5 Cat N	EEO-6 Cat N
Mgr Level 10	Wrkrs Comp	Empl Class A
QUALIFY_GROUPS B7	Minimum Qual.	Job Level

Summary

Responsible for directing the cash, debt, and endowment operations activities for the UH System. Responsible, through direct reports, for implementing procedures to manage the risk for the UH System and ensure proper billing and collection of student tuition and fees.

Job Duties

- Manages the UH System's operating cash and debt related investment portfolios.
- Monitors adherence to the operating cash investment policy and objectives; administering operating cash investment decisions of board; providing performance monitoring and reporting of operating cash investments managers.
- Serves as key contact person with external advisors, bond counsel, and operating cash investment managers.
- Recommends strategies for execution and management of debt structure which includes debt management functions of leading debt issuance' overseeing and monitoring debt portfolio; leading team to achieve rating with Moody's and S&P; managing relationship with financial advisors, bond counsel, and bond insurers; maintaining and monitoring compliance with debt covenants, requiring reporting; coordinating reporting of project funds; overseeing all bond reporting and compliance with federal and state laws and UH System policies.
- Responsible for UH System's adherence to Payment Card Data Security industry standards and UH System policies.
- Responsible for ensuring proper endowment operations in accordance with UH System policies and procedures.
- Represents UH System at Bond Review Board and other similar state venues related to debt and cash management.
- Provides leadership and oversight to the management of Student Business Services and Risk Management.
- Manages short-term cash flows, optimizing return in consideration of cash needs linked to organization's capital planning and management processes.
- Manages operating and debt related investment funds and bank fees including negotiation with manager and banks.
- Performs other job-related duties as required.

Job Requirements

Education:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline, or the basic knowledge of more than one professional disciplines. Knowledge of the discipline is normally obtained through a formal, directly job-related, 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

Experience:

Requires a minimum of seven (7) years of directly job-related experience.

Certification:

Preferred: Professional licensing, certification or registration directly related to the job.

Work Complexity:

Requires an extensive knowledge of principals and practices within several professional fields. Work is broad in scope, covering one or more functional areas. Policy, procedure or precedent may actually be created and recommended by this position.

Change in knowledge:

The knowledge and/or technology used in the job changes periodically, occasional study and training is required.

Problem Solving:

Requires extensive research that involves obtaining information through the coordination of numerous different areas of expertise, typically involving resources from outside the University. Problems and/or situations analyzed are extremely complex and often unprecedented.

Impact of Decisions**Inside Department:**

Major

Outside Department:

Major

Outside University:

Major

Judgement:

Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. The job's manager is consulted for clarification of policies only where needed.

Supervision:

Typically directs two or more levels of supervision and/or has management responsibility for multiple departments. Has a very significant level of input regarding hiring/termination decisions, performance management, salary increases and disciplinary actions and/or budget management.

Customer Service**Internal Service:**

Evaluates/recommends modifications to services or processes.

External Service:

Evaluates/recommends modifications to services or processes.

Environmental Conditions**Working Conditions:**

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort:

Position is physically comfortable, individual has discretion about walking, standing, etc.

Physical Risk:

Work environment involves minimal exposure to physical risks.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.