

INVESTURE, LLC

TREASURY ASSOCIATE

The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a select number of endowments and private foundations. Managing assets of approximately \$13 billion on behalf of 15 client relationships, Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including credit, equities, and alternative investments (hedge funds and private equity). Investure is a registered investment adviser.

Job Summary

This professional will provide daily management and oversight of Investure's Treasury function with a primary focus on the cash management and transaction processing. They will manage one professional (Treasury Analyst) and will collaborate across the organization but most frequently with the Operations and Portfolio Management Teams. Primary responsibilities are as follows:

- Reconcile daily cash balances with custodians, fund administrators, counter-parties, and other third-party sources of data
- Own and maintain internal cash management and reconciliation tool
- Oversee execution of cash transactions including approval of transaction documents, letters of authorization, and support documentation; ensure documents are distributed to appropriate parties and archived appropriately
- Ensure accuracy of wire transactions by serving as the final approver
- Oversee daily cash transactions and work closely with the Operations and Portfolio Management Teams, as well as external third-parties, to ensure accuracy and completeness of data
- Support the Portfolio Management team with cash projections and other cash reporting ensuring completeness, accuracy and timely updates
- Ensure adequate balances are available for investment activity and client spending needs
- Manage daily deadlines to publish cash balances and transactions
- Verify and maintain changes in wiring instructions received from an investment manager, vendor, or client; draft summary rationale for the change
- Deliver on time and error-free outputs as requested and required
- Safeguard and manage cash and bank accounts and internal controls over cash
- Ensure compliance with applicable policies and regulatory requirements
- Assess risk of underlying processes and systems; implement and update policies and controls as necessary
- Proactively seek to improve operating efficiencies through process improvement, technologies, and available products and services

Education, Experience & Skills

- Minimum 5 years of progressive experience in Treasury, Cash Management, Financial Analysis or related field
- Bachelor's degree with proven academic achievement required; degree in accounting, business, math or finance preferred
- Strong attention to detail, prioritizing and time management skills
- Excellent communication skills (written and verbal)
- Highly organized
- Ability to multitask efficiently and effectively and deliver on tight deadlines
- Strong analytical, problem solving, and decision-making skills
- Proficient using standard office software such as Word, PowerPoint, Excel, Outlook
- Proficient inputting and extracting information from required systems and databases
- Experience collaborating in a multi-disciplinary, diverse and dynamic team
- Process-oriented with ability to identify and thoughtfully improve inefficient or outdated processes
- Ability to handle confidential and sensitive information with a high degree of professionalism
- Strong sense of urgency with the ability to immediately prioritize mission critical work
- Ability to resolve time sensitive issues with limit direction and outside information

Guiding Principles

- **Integrity:** Demonstrates unquestioned ethics and credibility. Strives to exemplify the highest ethical standards in both work and personal lives
- **Excellence:** Has exceptional work ethic. Works both hard and smart. Demonstrates continuous self-evaluation of successes and failures
- **Service:** Puts others first. Illustrates mission driven outlook and approach
- **Stewardship:** Puts long-term interests above short-term goals. Focuses on the greater good
- **People:** Demonstrates passion and excellent judgment. Treats others with respect, helps when and how needed, and is respectful of the needs of others
- **Teamwork:** Takes a collaborative and selfless approach. Operates under the “Golden Rule”
- **Humility:** Comfortable with being wrong. Seeks to learn from mistakes. Willing to do anything necessary to get the job done. Treats all as equals
- **Tenacity:** When running into an obstacle, does whatever it takes to reach the other side. Appreciates the joy of overcoming a challenge

Position Based Competencies

- **Accuracy:** Identifies and corrects mistakes; does not repeat past mistakes; demonstrates attention to detail
- **Team Orientation:** Comfortable taking direction or taking the lead; receptive to feedback
- **Process Management:** Ability to train, review and provide feedback on established competencies and tasks
- **Communication:** Demonstrates excellent written and verbal skills; clear, concise and appropriately persuasive
- **Planning:** Highly organized; can attend to a broader range of activities simultaneously; works autonomously with little direction required
- **Adaptability:** Self-directed learner; embraces and manages change
- **Relationship Management:** Ability to manage professional relationships with ease and finesse
- **Expertise:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; provides depth and expertise in focus area