



## Position Description

**Position Title:** Treasurer, Vice President  
**Department:** Finance  
**Reports To (Functional Title):** Executive Vice President and Chief Financial Officer  
**Date:** June 2019

### **BASIC PURPOSE/FUNCTION:**

The Treasurer has overall responsibility for leading the organization's treasury function. Specific responsibilities include: managing corporate finance and acquisition funding, overseeing balance sheet structure, working with investment banks and rating agencies, overseeing cash management, negotiating retained cash flow and seed cash flow, and managing seed process and seed co-investment process.

Candidates should have in depth knowledge of the asset management business and a minimum of ten years finance experience. Public company experience, as well as a CPA or MBA, is preferred. Strong organizational and communication skills, and superior leadership skills are necessary.

Specifically, the Treasurer will:

<b><u>PRIMARY DUTIES AND RESPONSIBILITIES:</u></b>		<b><u>% of Time</u></b>
1.	Capital Markets Strategy <ul style="list-style-type: none"> <li>• Managing corporate finance and acquisition funding</li> <li>• Generating creative ideas on ways to fund growth initiatives</li> <li>• Leveraging existing relationships with banks</li> </ul>	25%
2.	Cash Management <ul style="list-style-type: none"> <li>• Managing month to month cash for BSIG and corporate subsidiaries</li> <li>• Oversight of Accounts Receivable and Accounts Payable</li> <li>• Tracking and maintaining current monthly reflection of inflows and outflows with Holding Company cash</li> <li>• Investing excess cash in the business</li> </ul>	20%
3.	Negotiate and Manage Revolving Credit Facility <ul style="list-style-type: none"> <li>• Including banking relationships</li> <li>• Tracking maintenance of key covenants</li> <li>• Drawing and repaying when necessary</li> </ul>	10%
4.	Rating Agency relationship management <ul style="list-style-type: none"> <li>• Maintain working with relationship with rating agency analysts</li> <li>• Work with CFO to maintain ratings for the business</li> <li>• Understand the agencies underlying rating models and communicate the impact that any changes to the Companies strategy would have on the company's ratings</li> </ul>	15%
5.	Manage Seed Capital and Seed Capital Process including Financing <ul style="list-style-type: none"> <li>• Analyzing seed capital requests</li> <li>• Reporting on seed portfolio, including ensuring it meets lenders</li> </ul>	10%

reporting requirements

6. Balance Sheet Management for all Legal Entities, Including Inter-Company Debt 10%
- Hedging where appropriate
  - Corporate finance and acquisition funding

7. Assisting Finance and Investor Relations with Quarterly Financial Presentations 10%

Total: 100%

**Position Title:** Treasurer, Vice President

**EDUCATIONAL REQUIREMENTS:**

- |   |  |
|---|--|
| <input type="checkbox"/> High School Diploma or GED     | <input checked="" type="checkbox"/> Masters Degree, preferred          |
| <input type="checkbox"/> Associate or Technical Degree: | <input type="checkbox"/> Doctorate: Degree                             |
| <input checked="" type="checkbox"/> Bachelor Degree:    | <input checked="" type="checkbox"/> Certificate/License: CPA preferred |

**PRIOR WORK EXPERIENCE REQUIRED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Less than 1 Year | <input type="checkbox"/> 5 to 8 Years                |
| <input type="checkbox"/> 1 to 3 Years     | <input type="checkbox"/> 8 to 10 Years               |
| <input type="checkbox"/> 3 to 5 Years     | <input checked="" type="checkbox"/> 10 Years or More |