



The Heinz Endowments
Treasury and Investment Associate Pittsburgh

The Heinz Endowments is an equal opportunity employer.
Below are details of our vacancy for a Treasury and Investment Associate.
If you believe you are qualified and would like to apply, please submit your resume to:

Joe LaLonde 
FinancialPeople Staffing
Email: lalonde@fpstaffing.com

Applications are not being accepted directly by the Endowments and must be sent to the email address above.

Position Title: Treasury and Investment Associate

Reports to: Controller & Director of Payroll/Benefits

Employment Category: Exempt
Regular, Full-Time

Purpose and Scope of Position:

The Treasury and Investment Associate performs key internal control functions to ensure that investment documents are properly completed, reviewed, submitted timely, and maintained to support related transactions. The focus of responsibility includes the day-to-day cash receipt, cash disbursement and cash management functions (for investment, administrative and grants). The function requires computer skills and ability to work with confidential documents.

Primary Responsibilities Include:

Investment Function:

- Monitors group investment electronic mailbox and routes documentation to the appropriate individuals; keeps CIO apprised of investment matters needing attention; handles all other routine inquiries and requests for information to/from investment managers and Cambridge Associates.
- Gathers and prepares legal documentation for new investments: i.e. authorized signatory lists, KYC documentation as requested by fund administrator, tax status, bylaws, Articles

of Incorporation, obtains bank reference letters, and notarization of documents as required. Obtains legal opinions, Cambridge Associates recommendations letters, due diligence reports, and authorized signatures on subscription agreements. Submits executed documents to fund administrator in a timely manner. Follows up with fund administrator as necessary.

- Ensures that all Investment Committee meeting materials are available to IC members in preferred formats.
- Processes time-sensitive documentation for redemptions and additional funding of investments.
- Records and processes capital calls in MultiView.
- Opens/maintains broker accounts, provides documentation as required, tracks stock distributions and sales by broker/fund.
- Maintains partnership electronic files in SharePoint and ensures all relevant documents are on file: Private Placement Memorandums, Limited Partnership Agreements, Subscription Documents, Reed Smith opinions, Cambridge recommendations and other key legal documents. Maintains contact files of partnerships and manages investor web portals and access to information.

Treasury Function:

- Processes administrative checks in MultiView. Ensures that THE monthly grant payments are properly scheduled and authorized in GIFTS and processed for payment.
- Initiates wire transfer payments of capital calls and new investments; processes PNC bank deposits, fund transfers, wire templates and stop payments; controls THE check stock; serves as point person with partnerships and brokers in matters relating to bank wire instructions. Maintains banking-related legal documentation (e.g. resolutions, signature cards, etc.)
- Assists with the balancing of the GIFTS sub-ledger of grants paid/payable to the general ledger control balance each month. Processes interims approvals and assists with other GIFTS activities in absence of Grants Administrator.

POSITION REQUIREMENTS:

Education:

Bachelor's Degree or equivalent experience.

Experience:

Minimum 3 to 5 years' experience in a comparable financial environment.

Key Competencies:

- Strong interpersonal, communication and analytical skills.

- Sound work management skills to enable multi-tasking with orderly and detail-oriented high quality results.
- Computer skills and experience with knowledge of word processing, spreadsheet and accounting software.
- Planning and organization skills that ensure deadlines are met and quality maintained.
- Attention to detail which creates 'right the first time' outcomes and a consistent pattern of 'follow-up' on critical items.
- Adaptable and versatile in a changing work environment, especially with regard to innovations in office technology.
- A level of motivation conducive to independent work and effective team contributions.
- Ability to identify potential improvements to the efficiency of the office and to introduce these ideas to other staff members.
- Highest standards of integrity and confidentiality; positive attitude, sense of humor and a commitment to being part of an energetic and goal oriented work environment.