CAM 1710002

Director of Treasury

York, PA

Summary:

As the Director of Treasury at this organization, you’re responsible for the treasury and cash management functions of the organization including banking relationships, bank account administration, debt compliance, cash flow forecasting and audit response.

Responsibilities:

Cash Flow Management and Forecasting

* Direct the effective concentration and disbursement of corporate cash to minimize borrowing requirements and expense while ensuring sufficient funds on hand to meet daily corporate cash needs.
* Forecast the liquidity needs of the Company to assist the VP & Treasurer with the long and short-term assessment of cash availability and requirements.
* Supervise the preparation of excess availability, cash flow and other financial reports.
* Oversee the completion and accuracy of journal entries related to debt, interest and other cash management issues.
* Budget for the cost and controls the payment of cash management and courier fees.
* Lead and foster the management of banking relationships related to cash accounts, debt instruments and other financial needs of the Company.

Debt Administration and Monitoring

* Control the payment of interest, fees and settlements.
* Monitor compliance under existing debt instruments and prepares or reviews required reporting.
* Direct the Company’s participation in financial audits and appraisals required by the various debt agreements.
* Assist the VP & Treasurer with the analysis, development and implementation of any changes to the Company’s capital structure.

Creates and Maintains Treasury Operational Policies and Procedures

* Direct the design, maintenance and implementation of changes to cash management systems.
* Oversee compliance with internal controls and policies in day-to-day conduct and supervision of cash management activities.
* Coordinate the Department’s response to Sarbanes-Oxley reviews and serves as the Department’s liaison to Corporate and external auditors.
* Develop and supervise the maintenance of an effective disaster recovery plan for Treasury operations.
* Lead and manage the development of team members by setting clear objectives, providing ongoing performance feedback and evaluating development potential.

Requirements:

* 5-10 years of treasury management experience
* Strong analytical and project management skills
* Excellent written and verbal communication skills
* Familiarity with calculating a company’s daily cash position, short term borrowing and investing, electronic payment methods and various alternatives for collecting and disbursing cash
* Knowledge of basic accounting and Sarbanes-Oxley reporting requirements a plus
* CTP credential preferred