CAM 1708004

Treasury Analyst

Bloomfield, CT

Summary:

This position is responsible for managing the daily cash process and supporting other Treasury functions. Related tasks include analyzing bank fees, initiating and releasing certain payments, debt & interest calculations, and credit card program administration. There are various other analytical and modelling duties as they relate to cash & debt. This individual will interact and resolve any issues with domestic and international subsidiaries and banking partners. Assist Treasury Manager with additional Treasury functions such as FX, pension, and other ad hoc projects.

Responsibilities:

* Manage the daily cash process including the reconciliation of prior day information and current day positioning by utilizing various bank files parsed into the Treasury Workstation. Review all cash management transactions, execution of cash concentration/funding, and preparation of cash data for general ledger interface process, on a daily basis.
* Initiate wire transfers/ACH’s necessary to settle company’s daily cash position and target cash balance plan.
* Resolve all cash issues, including subsidiary inquiries, in a timely manner.
* Responsible for compiling corporate-wide (including foreign operations) cash & debt position and cash comparison reports for management’s review.
* Validate and confirm interest calculations on various debt tranches as well as Letters of Credit. Ensure principal and interest amounts are paid exactly when due.
* Responsible for maintaining all treasury cash management files.
* Responsible for Bank Relationship activities (opening/closing bank accounts, add/remove signors, bank fee updates and analysis), controlled disbursement programs and maintenance of signatories for all Corporation accounts ensuring proper SOX compliance. Assist with inquiries related to banking systems and banking procedures.
* Responsible for managing the Corporate and Company credit card program in accordance with Company policy.
* Lead the administration of the Treasury Workstation and administration of banking software programs including training new users at the subsidiary level.
* Assist with the execution of FX spots & forwards, including foreign currency vendor payments.
* Adhere to current Treasury SOX Processes and Controls.

Requirements:

* Requires broad knowledge of corporate operations.
* Excellent organizational skills, attention to detail, and the ability to handle multiple assignments at the same time.
* Communicate clearly and concisely, orally and in writing; establish and maintain effective working relationship with Kaman Senior Management, employees and a variety of business and professional people.
* Good judgment; ability to work independently; high degree of personal initiative; a mind for process improvement.
* Strong ethical integrity; position involves dealing with movement of corporate funds.
* High level of discretion; position involves routine exposure to confidential information.
* Extensive working knowledge of computer software including Word and Excel; knowledge of cash management products and processes of financial institutions.
* Experience with TWS and bank software.
* Bachelor Degree in Business Administration, related field, or equivalent work experience.
* CFA / CPA / CTP / MBA credential is highly desirable.
* 3+ years of relevant experience, treasury experience highly preferred.