



## JOB DESCRIPTION

### Treasury Services Accounting Manager

#### Qualifications:

- Strong knowledge of US banking (Canadian banking a plus), commercial credit card products and services, corporate treasury functions and related accounting; cash management and reporting, accounts payable and cash receipts.
- Strong writing, math, computer, analytical, managerial, motivational and interpersonal skills.
- Personable, helpful, enthusiastic, creative, project a positive attitude and be a team leader and player.
- Bachelor's Degree in finance or a business related field; prefer a Certified Treasury Professional (CTP).
- Minimum of 5 years of corporate treasury and accounting experience, and minimum of 3 years supervisory experience with proven record of success and advancement.
- Strong organization and time management skills with a proven ability to multi-task in a fast paced environment

#### Responsibilities:

- Manage daily corporate cash and banking activities (balance reporting, electronic receipts and payments, foreign exchange transactions, maintenance of accounts and other treasury services, etc.), revolver borrowings and paybacks, investing and reporting to management. Assist with all aspects of banking, lending and investment relationships including recommendations for investment opportunities which maximize return on assets, cash management products/services which minimize costs and manage risks, etc.
- Manage all aspects of corporate credit card programs (purchasing and fuel cards) including card administration, security, transaction processing and management reporting. Ensure 24 hour card security and administration support for operations.
- Lead treasury area's efforts to automate manual transaction processes and integrate external applications with Company's systems in order recognize efficiencies and savings. This includes cash receipts processing, expense reporting and payment processing, etc.
- Hire, train and manage junior accountants, accounts payable supervisor and support staff, and oversees all aspects of work performed in area. Ensure that all financial reporting is accurate, timely and in compliance with company policies, and applicable tax reporting requirements.
- Perform and ensure journal entries and account reconciliations are completed accurately and timely according to schedules. This includes but is not limited to accounting for cash and investments, customer suspense, inter-company and foreign exchange payments, revolver credit line and term loans, interest and swaps, accounts payable and credit cards, sales & use taxes, etc.
- Manage the preparation of and coordinate the flow of information required for multi-state and Canadian provinces sales and use tax reporting, W-9s and 1099s, abandon property and other tax or information returns, as well as related audits. Provide required tax information (e.g. political & charitable donations, etc.) for preparation of corporate income tax filings as necessary.
- Assist independent auditors with year-end financial audit and preparation of company's annual report. Provides required financial information as necessary.
- Responsible for maintenance of cash management, cash receipts and sales tax tables in accounts receivable, accounts payable, fuel and purchasing cards databases and related general ledger systems; accurate information, fiscal periods closings, etc.
- Establish, document and implement policies, procedures (task notes) necessary to insure a high degree of quality in work performed by area.
- Assists company personnel and others with resolution of issues related to areas of responsibility.
- Maintains accurate, timely and well organized computer and paper files; is familiar with company policy and applicable state and federal regulations.
- Meets goals and expectations of department and performs other duties as assigned by supervisor.
- Oversee area of responsibility in a manner consistent with the Mission and Values of the Company.

#### Essential job functions:

- Administrative; analyzing
- Able to read, write and understand English
- Work with computers/technology
- Lift under 50 lbs.; repetitive and set motions (keystroking, sitting at length)

(This job description does not constitute an employment contract)

12/2011