

Title Treasury Supervisor

PAETEC's integrated communications solutions are as broad as the nationwide markets we serve, and as specific as the individual needs of businesses. We bring extraordinary experience and flexibility to tailoring individual solutions for our customers, and we back it up with our commitment to service excellence. It's our passion - a passion for quality.

Brief Posting Description

Oversee the day-to-day management of bank & investment accounts to ensure effective use of cash while matching investment and cash need objectives. Advise management on cash needs and provide insight to trends related to cash receipts and usage. Release wires and cash payments. Manage on-line banking security access. Supervisor Cash Accountant, including work allocation, training and problem resolution. Interact with operational organizations and accounting personnel to assist in managing cash needs; ensure accuracy and completeness of all cash reporting on the company. Evaluate performance and make recommendations for personnel actions, motivating employees to achieve peak productivity and performance.

Full Description

Maintain efficient utilization of the corporation's "cash", while providing safeguards for these assets. Maintain current treasury management systems, analyze, conceive, design, and implement appropriate changes in a pro-active approach for our business needs. Cash Forecasting. Monitor the daily cash position. Periodically conduct analytical reviews of banking services.

Maintain debt documentation; inclusive of Interest Expense, Debt Amortization, and Derivative and interest payments. Monitor debt covenants and maintain compliance forecasts. Prepare covenant compliance calculations and reports.

Prepare and monitor budget and variance information related to interest expense, bank service charges, bank administration fee, credit card fees, and Treasury G&A expenses.

Manage/Mentor/Coach the treasury staff and review the responsibilities inherent to those positions.

Maintain the existing letters of credit, Review, and if required, arrange for new letters of credit, cancel letters of credit and reduce the security required as appropriate.

Merchant Services - monitor and control the acceptance of MC, VISA, AMEX and Discover Cards. Purchasing & T&E - maintain, control, and establish, if necessary, credit card programs,

Bank Relationship - assist in maintaining existing bank relationships

Backup the area of the Cash Accountant position and other related responsibilities inherent to that position.

Requirements

Required: 4 yr. Degree
Preferred: MBA
CTP and/or CMA - or willing to obtain

Additional Details

PAETEC has built its entire business around people - our customers, our employees, and our business alliances. Our customer satisfaction rates speak for themselves, and are the direct result of a corporate culture that is absolutely dedicated to delighting our customers at every stage of the relationship, and at every point of contact. At PAETEC, we foster a working environment that rewards enthusiasm, teamwork, individual initiative, and proper work-life balance. Our business alliances represent the gold standard in the technology sector and permit us to provide our customers with the highest quality products and services available today.

We are proud to be an EEO/AA employer M/F/D/V.

Apply: <http://www.paetec.com/careers/overview.html>