



JOB DESCRIPTION
Exempt Position

POSITION TITLE: Treasury Analyst (Cash Management)
LOCATION / DEPARTMENT: High Point / Treasury
REPORTS TO: Global Cash Manager
DATE: September 2009

Position Summary

Responsible for administration of Constellation's domestic cash management operations which include reporting, cash concentration, fund transfers, forecasting and support for global cash management operations.

Responsibilities

- Monitor and record bank account balances
- Establish daily cash position and initiate cash concentration and fund transfers
- Reconcile and resolve daily exception items
- Recommend and execute overnight borrowing and investment decisions
- Manage short term cash flow forecast
- Process daily "positive pay" check verification
- Prepare and distribute daily report of global cash and debt positions to senior management
- Maintain Letter of Credit documentation and prepare monthly valuation report for Treasurer/Audit
- Assist with corporate cash management system maintenance
- Coordinate documentation and communicate transactional cash flow information to/from other finance areas such as accounts receivable, accounts payable and accounting
- Assist with bank account maintenance
- Record bank account analysis fees and process payment requests for bank compensation
- Support for global cash management operations
- Assist with other monthly, quarterly and annual cash management projects and initiatives

Core Competencies to be Successful

- Functional Skills and Knowledge
- Integrity and Trust
- Follow Through
- Attention to Detail

Recommended Qualifications

- Undergraduate degree in Finance or Accounting required
- Two to four years experience in accounting, finance, or general business; one year in cash management or treasury operations desired but not required
- General understanding of cash management practices and concepts
- Proficiency in Microsoft Excel and Microsoft Word
- Strong written and verbal communication skills are required

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

Please contact Heather Rudes at 585-678-7100 if you are interested in this position.