



## Job Profile

<b>Position:</b>	Cash & Treasury Operations Manager
<b>Reports to:</b>	Vice President & CFO
<b>Department:</b>	Corporate Finance
<b>Management:</b>	Yes
<b>Salary Grade</b>	Commensurate with Experience
<b>Exempt/Non Exempt</b>	Exempt

### Position Overview

Reporting to the Vice President & Chief Financial Officer, the Cash & Treasury Operations Manager is responsible for direct management and oversight of all accounts receivable, accounts payable, credit and cash management operations for the Company.

### Cash & Treasury Operations Manager Accountabilities

- Provide functional oversight for all accounts receivable and accounts payable employees in the company, supervising direct reports to ensure they understand their duties & responsibilities; and manage staff priorities to efficiently achieve objectives.
- Manage the preparation and distribution of cash flow forecasts for each business and the consolidated company, including 3 months by week, rolling 6 month and annual forecasts. Prepare monthly variance (forecast to actual) reports for management.
- Manage customer credit process, including development and consistent application of a credit policy, coordination with business unit management, review of customer financial data, and periodic credit reviews of existing customers, with the goal of optimizing cash flow and minimizing bad debt losses.
- Manage accounts receivable and accounts payable functions across the company to optimize working capital in a manner that protects the company's investment in accounts receivable, maximizes cash flow, identifies growth opportunities by partnering with sales, and identifies profit improvement opportunities through productivity improvements and elimination of waste in "order to cash" processes.
- Develop and manage relationships with providers of cash management services to the company, including but not limited to lock box vendors.
- Ensure that all processes and procedures related to execution of Cash & Treasury Operations Manager responsibilities are documented and performed in accord with Company policies and the Sarbanes Oxley act of 2002.
- Perform other analyses/administrative duties/projects as assigned.



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### Critical Success Factors (see Master List for definitions)

<b>Analytical Thinking</b>	<b>Communication</b>	<b>Execute For Results</b>
<b>Forward Thinking</b>	<b>Initiative</b>	<b>Planning &amp; Organizing</b>
<b>Problem Solving</b>	<b>Process Improvement</b>	<b>Strategic Thinking &amp; Planning</b>
<b>Teamwork</b>	<b>Time Management</b>	

### Position Qualifications:

Minimum Education: B.S. in accounting, business or related field required; MBA and/or CPA and CFA preferred.

Minimum Experience: Must have 5+ years cash management, accounts payable, credit and accounts receivable experience in a corporate environment.

Other Skills/Knowledge/Experience: Advanced PC skills including all Microsoft Office applications and proven ability to work with cash management and ERP systems. Strong analytical skills, ability to make quick/calculated decisions, and ability to perform effectively in a team and individual work environment are a must. Excellent written and verbal communication skills are required as well as the ability to work with and lead teams.

### Physical Activity Requirements

Work Environment: Office environment where the noise level is generally quiet to moderately noisy

Work Position: Primarily sitting and walking

Body Movements: While performing the duties of this job, the employee may be required to stand, walk, sit, climb, stoop, kneel, crouch or crawl

Weight Requirements: Must be able to lift at least 20 lbs

Sensory Requirements: Vision, speech, hearing, smell and touch are routinely used in day to day functions