

## **Sr. Treasury Analyst**

**REPORTS TO:** Treasury Manager

**DIRECT REPORTS:** None

**JOB SUMMARY:** The Sr. Treasury Analyst role supports the strategic initiatives of the Finance team as a whole, but there will also be an individual focus on treasury functions. This role is responsible for assisting the Treasurer and CFO with analysis as necessary including covenant testing, borrowing base forecasting, interest rate analytics and measurements, acquisition analysis, and other banking/treasury management analytics.

**KEY SELECTION CRITERIA** - Desired minimum qualifications include:

- Bachelor's degree in Finance or Accounting or equivalent experience
- 3+ years of accounting or treasury experience
- Knowledge of treasury management products and services
- Advanced knowledge of key treasury and cash management concepts and controls
- Good decision maker who is well organized, can prioritize quickly and plan ahead
- Strong analytical skills and attention to detail is required
- Ability to creatively find solutions to challenges while developing a thorough understanding
- Ability to effectively work as part of a fast-paced and highly motivated team
- Sense of urgency and ability to multitask in a dynamic and fast paced environment
- Advanced knowledge of Excel and accounting systems
- Strong analytical skills with the ability to effectively communicate the results to internal and external stakeholders

**ESSENTIAL JOB FUNCTIONS:** (may include)

- Assist the Treasury Manager, Treasurer, and CFO as necessary with the following:
  - Covenant testing, borrowing base forecasting, cash and debt scenario planning
  - Assist in the negotiations of financing and treasury management arrangements
  - Prepare analytics and documentation for bank meetings
  - Prepare interest rate and other banking/treasury management analytics
  - Assist with merger and acquisition due diligence, forecasting, and integration
- Assist with the development and implementation of treasury policies
- Facilitate an effective depository relationship with the bank group
- Collaborate cross functionally across the organization to improve working capital reporting and analysis
- Lead the Company's involvement in all bank collateral audits
- Maintain an appropriate environment for treasury controls
- Assist with the execution of the department's strategic plan
- Prepare the borrowing base and debt covenant calculations, forecast as necessary
- Support development and execution of internal controls related to Treasury
- Primary back-up and dual control approver for the Treasury Analyst I
- Cooperate with CFO, Treasurer, and Board of Directors and others on shareholder matters

**STANDARD CORPORATE DUTIES:**

- Actively participate in FABW (Finding a Better Way)
- Support corporate efforts for safety and government compliance
- Support and follow all corporate policies and procedures
- Develop skills and abilities appropriate to position
- Perform other related duties as required and assigned