

**Detail Job Description:**

Objective: To assess, monitor, plan and manage the cash receipts and disbursements in a manner consistent with the objectives of the HQ

Essential Functions:

Understand, manage, and supervise all aspects of cash flow.

* Forecast daily cash requirements and execute daily financing decisions for holding company
* Manage all admin aspects of HQ and Investment banking portfolios (KYC, positive pay, policies and procedures). Eventually taking on the Property, Development and International banking portfolios.
* Evaluate and implement cash management systems to optimize efficiencies.
* Understand and manage appropriate accounting procedures and processes.
* Manage relationships with internal and external (banks) customers.
* Monitor bank service fees and address quality issues
* Help manage, direct, and develop Cash Management staff.
* Recommend, implement and maintain process improvements.
* Provide technical and other support for mergers and acquisitions and other projects as needed.
* Prepare or monitor company’s various cash flow forecasts and perform financial modeling.
* Support and participate in Strategic Plan activities
* Additional duties as directed by supervisor.

**Required Education & Experience:**

* Bachelor’s Degree in Accounting/Finance.
* Three to five years in Treasury/Banking experience.
* Extensive experience in preparing cash forecasts and cash flow analyses as well as advanced excel skills.
* Experience in presenting and preparing proposals to recommend new products/services.
* Experience leading, coaching and developing staff.

**Required Skills, Knowledge & Competencies:**

* Knowledge of investment portfolio strategy, banking, and financial instruments.
* Knowledge of Kyriba or other treasury software expertise.
* Advanced analytical, organization, and interpersonal skills.
* Advanced cash forecast modeling and tracking actuals and reacting to changing needs of company in a fast-paced environment and highly advanced excel skills (level 3 or 4).
* Excellent collaboration, verbal and written communication skills.
* Able to break down problems into meaningful parts and come to rational and well-thought out conclusions.
* Demonstrated strong project management skills.
* Attention to detail and accuracy.
* Interested in process improvement.
* Willing to adapt quickly to immediate changes in a fast-paced environment.
* Internally motivated to seek out answers, generate ideas, and develop new skills.

Contact Frank Giambrone, Recruiter, 908.894-0849, fgiambrone@searchpath.com