

Job Description for  
*Treasury Analyst*

<i>Position:</i>	Treasury Analyst		
<i>Reports To:</i>	Director of Financial Reporting	<i>Department</i>	Finance
<i>Job Description</i>			

# Job Description for *Treasury Analyst*

## **General Description of Position:**

We are seeking a detail-oriented and analytical Treasury Analyst to join our Finance team. This role is responsible for managing daily cash operations, supporting liquidity planning, and optimizing banking relationships. The ideal candidate will have strong financial acumen, and a proactive approach to problem-solving.

## **Duties:**

- Monitor and manage daily cash positions across multiple bank accounts
- Reconcile cash, cash equivalents, and debt accounts monthly in accordance with GAAP
- Execute ACH, wire, and positive pay activities per policy
- Prepare short-term and long-term cash flow forecasts
- Support debt compliance and covenant reporting
- Maintain banking relationships and support account administration
- Collaborate with Accounting and FP&A teams to ensure accurate cash reporting
- Participate in treasury system implementations and process improvements
- Ensure compliance with internal controls and treasury policies
- Support bond portfolio administration and share repurchase programs
- Administer credit card program
- Assist with other projects and requests as necessary

## **Education & Work Experience:**

- Bachelor's degree in finance, accounting, or related field
- Entry level of experience in corporate treasury or finance
- Strong understanding of cash management, liquidity planning, and banking operations
- Proficiency in Excel; experience with treasury management systems is a plus
- Excellent communication and organizational skills
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to work with data and be able to create simple reports from data being analyzed
- Experience working in financial systems and/or consolidation systems a plus

## **Environmental Conditions:**

Works in office environment. Office environment has controlled temperature, humidity and noise levels. Effective near vision or near vision accommodation is required. Talking and hearing are required. Minimal bending, stooping, walking, and stair climbing are required as is lifting items of moderate weight. MasterCraft Quality standards and safety rules and regulations are mandatory.

## **Travel:**

Minimal, as required.