

# ERICKSON SENIOR LIVING

## Treasury Analyst

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**SUMMARY:** The Treasury Analyst will provide reporting and analysis on a variety of treasury activities as it relates to managing the corporate cash needs, inter-company funding, in-house banking, cash flows, and compliance with Treasury Policies. Other duties include bank fee analysis, and daily reconciliation of outstanding checks.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following.

1. Perform daily Treasury Workstation maintenance
2. Process daily funds transfers
3. Bank Fee Analysis
4. Maintain investment and LC fee schedule
5. Reconcile outstanding check reports in ERP
6. Perform routine analysis and research to appropriately allocate transactions
7. Report cash operation activities
8. Assist Cash Manager in setting cash position
9. Prepare Ad-Hoc Reports as requested.
10. Assist Sr. Financial Analyst in cash forecasting
11. Disposition items in Positive Pay
12. Assist in the administration of Working Capital Loans
13. Identify opportunities to increase efficiencies, and decreased bank fees
14. Respond to inquiries from Accounting and Finance
15. Perform bank account administration.
16. Support the department with projects and treasury initiatives
17. Other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficient computer skills including Microsoft Excel, Word and Outlook
- Ability to work well under pressure and time constraints.
- Excellent planning, time-management and follow-through skills.
- Demonstrated collaboration skills as well as ability to work independently.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in Finance, Accounting or Business related field strongly preferred. Three years *minimum* experience required in lieu of degree.
- Additional, two or more years of related experience required.
- Experience with Microsoft AX and Kyriba is helpful but not required.

**SUPERVISORY RESPONSIBILITIES:**

None

**LANGUAGE SKILLS:**

Excellent analytical skills are required. Strong verbal and written communication skills required. Must have the ability to establish effective working relationships with all levels of management and staff.

**Apply on Erickson's website:**

[https://erickson.wd5.myworkdayjobs.com/en-US/External/details/Senior-Treasury-Analyst\\_R0008309-1?q=treasury](https://erickson.wd5.myworkdayjobs.com/en-US/External/details/Senior-Treasury-Analyst_R0008309-1?q=treasury)