

Head of Treasury – Job Description

Title

Head of Treasury

Reports To

Chief Executive Officer

Summary

The Head of Treasury is responsible for managing the Treasury department with further responsibilities for cash and treasury operations, short-term borrowing and investments, as well as payments. The Head of Treasury will monitor compliance with Treasury department goals, and assesses the products, services, technologies and systems that are available and appropriate within the Treasury departments. They will also oversee all aspects of the company's financial risk exposures including interest rate risk and foreign currency risk.

Core Competencies*

- Accountability
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Networking and Relationship Building
- Planning and Organization
- Problem Solving
- Resource and Fiscal Management
- Strategic Thinking

*For a full description of these competencies, please view the Values and Competencies Dictionary that can be downloaded from our website.

Job Duties

- Supports treasury and cash management operations and helps develop strategies to maximize efficiencies, safeguard assets and minimize costs.
- Conducts borrowing and investing activities.
- Ensures compliance with internal controls, policies and procedures in day-to-day conduct and supervision of cash management activities.
- Recommends and implements improvements to current cash management processes.
- Assists in managing and maintaining company's banking infrastructure, including bank and brokerage relationships.
- Manages capital market risks and interest exposures.
- Assists in preparing and managing annual budgets and forecasts.

- Identifies cost-saving and profit maximizing opportunities related to treasury.
- Administers relationship with transfer agent or share owner services.
- Oversees cash functions, including cash positioning, cash reporting and forecasting, short-term investing and borrowing, wire payments, fraud prevention, FX management and hedging, bank account setup and maintenance, and bank relationship management.
- Supports financing negotiations and capital strategy formulation.
- Understands and manages appropriate procedures and processes around month-end and quarter-close activity.
- Ensures adherence to SOX controls, FBAR, FATCA, DODD Frank, including record keeping and data testing as requested.
- Provides financial analysis to executive management.
- Coordinates and prepares business budgets/forecasts.
- Creates models involving cash flow, balance sheet, and income statement projections.
- Conducts research into variances and determines explanations.
- Assists with M&A activity for Treasury.
- Assists with accounting questions and valuation matters.
- Trains treasury staff on developmental goals in support of the Assistant Treasurer and Treasurer.