



Treasury Manager Job Description Charlotte, NC

Overview:

Laurel Street is a mixed-income residential development company that focuses on providing high-quality housing for working families and seniors of all income levels. Laurel Street is a growing, entrepreneurial organization with a development portfolio that includes approximately 5,000 units.

Treasury Manager: Responsible for planning and executing day-to-day and period-end Treasury activities, including facilitating online banking transactions and access control, creation of reports and analysis to aid in forecasting cash needs for the business. Identifying cost-saving opportunities, and ensuring compliance with company, department, and audit standards to maximize the protection of the company's cash assets.

Responsibilities: Examples of job responsibilities are intended as being descriptive and not restrictive in nature.

- Coordinate with the SVP of Finance to develop and support treasury policies, procedures, and controls.
- Monitor and provide analysis of the company's daily cash position to cover cash commitments to assist in executing the daily cash management duties.
- Initiate all cash transactions, review documentation and requests for funding, and verify all ACH and wire instructions.
- Responsible for reviewing and accurately recording weekly cash activity to the general ledger.
- Maintain the complete list of all company accounts per bank and business. Supervise maintenance and update all online banking access.
- Responsible for all corporate deposits (remote deposits) and disbursements.
- Oversee the monthly reconciliation of all company bank accounts.
- Work with LSA on intercompany transactions, including fund movements between LSA Corporate and properties, including payroll, management fees, and chargebacks.
- Provide quarterly liquidity reporting.
- Being a resource for Asset Management in providing information to monitor property-level cash position, including rent collection and delinquency issues at a property level.
- Provide support to other team members when needed

Education/Experience and Ideal Candidate Qualifications:

- Bachelor's degree in accounting or finance related field preferred
- Experience with bank reconciliations and knowledge of banking systems, including experience with wire and ACH transactions
- Strong analytical, financial, and system skills with exceptional attention to detail
- Advanced spreadsheet and modeling skills
- Excellent interpersonal skills and written/verbal communication skills

Compensation and Benefits:

Competitive base salary and bonus potential are offered, commensurate with experience, along with a comprehensive benefits package.