



Department of Human Resources

Invites applicants for the following position:

Senior Treasury Analyst

Requisition: SENI01236

Job Summary:

The Sr. Treasury Analyst is responsible for administering daily treasury and cash management processes and systems; ensuring compliance to all applicable laws, MNAA board policy directives, and MNAA investment policies. Other responsibilities include cash forecasting, debt forecasting, bank relationships, identifying and implementing treasury best practices.

Essential Job Responsibilities:

- Conducts cash management operations, including daily cash administration, bank account reconciliation, wire transfers, ach file submissions and daily liquidity needs.
- Assists in financial planning & analysis activities related to short and long-term debt, with preparation of short & long-term cash flow analysis, with developing and maintaining effective treasury management and with directing and coordinating investment of available funds.
- Models & forecasts cash flow requirements by analyzing all funds, inflows, and disbursements.
- Maintains timely reconciliation of cash application & cash disbursement in treasury system.
- Monitors cash transactions to ensure bank accounts balance, including the investigation & resolution of unusual or outstanding items.
- Reviews & drives improvements in cash management process, develops and maintains required documentation for all transactions and provides required documentation for G/L reporting.
- Administers existing & future treasury systems, including SunGard Integrity, and SunTrust Treasury Manager.

Qualifications:

Required:

- Bachelor's Degree in a related field.
- 4-7 years of experience working in a treasury department in a similar capacity.

Preferred:

- Certified Treasury Professional Certification (or CCM).
- Certified Municipal Finance Officer Certification (CMFO).

Accepting applications until filled.

Starting Salary Range: \$59,337 - \$80,730

How to apply:

Apply by visiting: flynashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214

(615) 275-1622 or careers@nashintl.com

Hours: Monday – Friday, 8 a.m. – 5 p.m.

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