

Treasury Coordinator

Summary

The Treasury Coordinator assists the Assistant Vice President of Treasury Management with opening and maintaining company bank accounts and administers all accounts receivable functions. Strong communication skills both face-to-face and in writing are essential, as this individual works across all lines of business within the company and interacts with other departments on a regular basis.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Treasury and Banking
 - Deposit incoming checks daily using remote deposit scanner
 - Perform weekly bank reconciliations for accounts payable check runs
 - Save final bank reconciliations monthly for 200+ bank accounts
 - Manage bank statements in the electronic file storage system
 - Record loan payments and monitor cash balances to cover the payments
 - Research any unrecorded deposits/payments and ensure they are captured in accounting software
- Accounts Receivable
 - Record tenant rent receipts and other incoming checks in RealPage in a timely manner
 - Apply prepayments against open rent charges for accurate tenant ledgers
 - Assist property management team with tenant questions about invoices and/or payment application
 - Maintain and manage the accounts receivable aging for past due amounts
 - Create efficiencies within the accounts receivable function
- General
 - Maintain accurate records and control reports, with the ability to identify and resolve potential issues
 - Use technology and data analytical skills to enhance and improve the delivery of job responsibilities
 - Identify patterns and repeat issues and make recommendations to management on areas of improvement
 - Develop and maintain vendor relationships and resolve billing disputes in a tactful and effective manner
 - Collaborate with other departments to ensure accurate reporting
 - Communicate effectively, both verbally and in writing
 - Perform other duties as assigned

Performance Objectives

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Willingness to learn a variety of concepts, practices, and procedures
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Flexibility in taking on projects
- Perseverance in reconciling historical data
- Timeliness and transactional accuracy

Preferred Knowledge, Skills, Education, and Experience

- 1-3 years of experience in treasury and/or accounting or related field
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Excellent customer service with both internal and external customers
- Excellent interpersonal and communication skills, both written and verbal

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- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Extensive knowledge of company policies and procedures
- Proficiency with Microsoft Office products, included advanced skills in Excel
- Bachelor's or Associate's degree

Bonus Skills

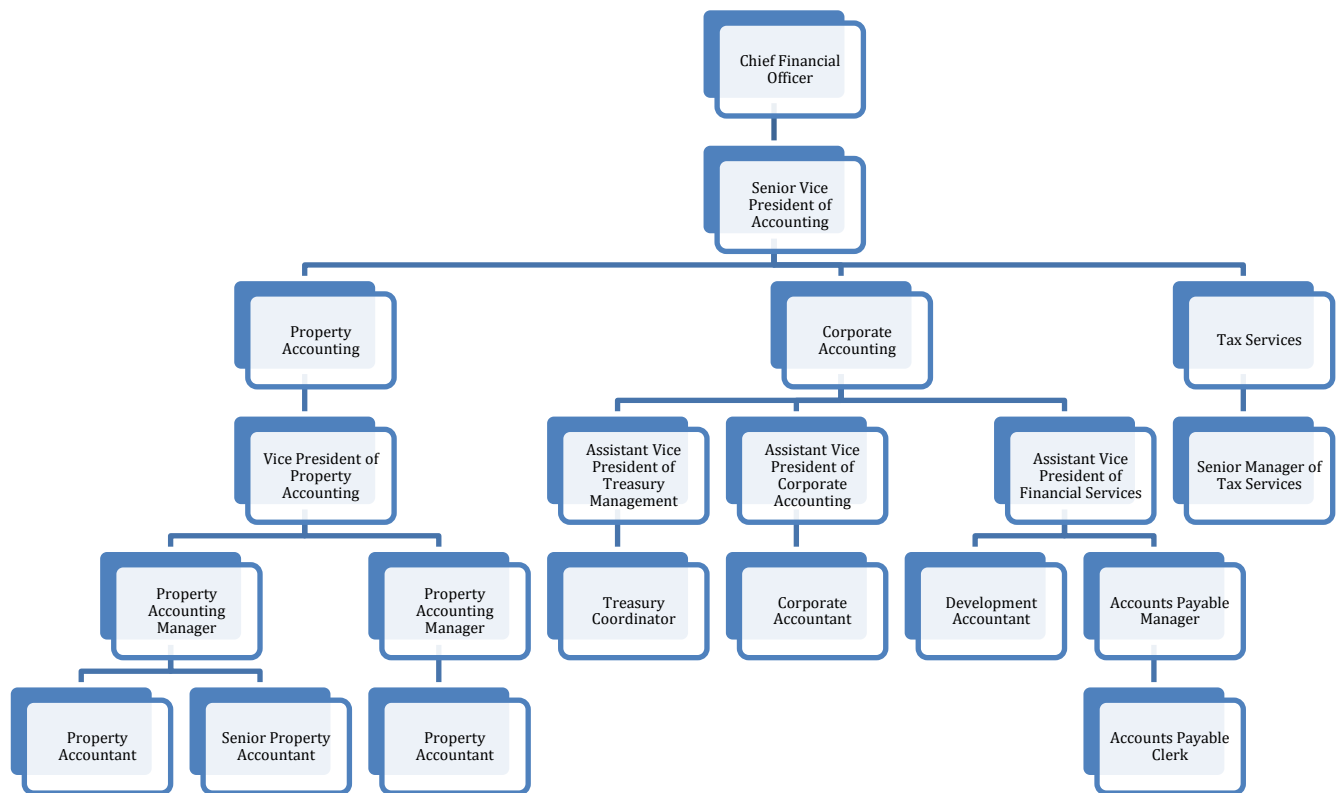
- Experience with RealPage

Work Environment

The Treasury Coordinator works at the corporate office and interfaces with external and internal customers on a regular basis. Work hours are typically 8:00 am to 5:00 pm, Monday through Friday, subject to the needs of the department. The person in this position must be available to work additional hours as needed in busy seasons.

Reporting Structure

The Treasury Coordinator reports to the Assistant Vice President of Treasury Management.



Physical Requirements

The physical condition of the Treasury Coordinator must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds.

**If you are interested in applying for this position,
please email your resume to hr@crawfordhoying.com**

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