



## Treasury Specialist

### Summary

The Treasury Specialist assists the Treasury Manager and the Assistant Vice President of Treasury Management with maintaining company bank accounts and administers accounts receivable functions. The Treasury Specialist must be detail oriented and highly accurate. 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 reconciliation of property bank accounts
  - Save final bank reconciliations monthly for 200+ bank accounts
  - Manage bank statements in the electronic file storage system
  - Research any unrecorded deposits/payments and ensure they are captured in accounting software
  - Serve as a backup to the Treasury Manager with ACH/Wire payments
- Accounts Receivable
  - Record commercial tenant rent receipts and other incoming checks in RealPage in a timely manner
  - Apply prepayments against open rent charges for accurate tenant ledgers
- 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
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Flexibility in taking on projects and a willingness to learn a variety of concepts, practices, and procedures
- 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
- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Proficiency with Microsoft Office products, including advanced skills in Excel
- Bachelor's or associate's degree

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6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

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## Bonus Skills

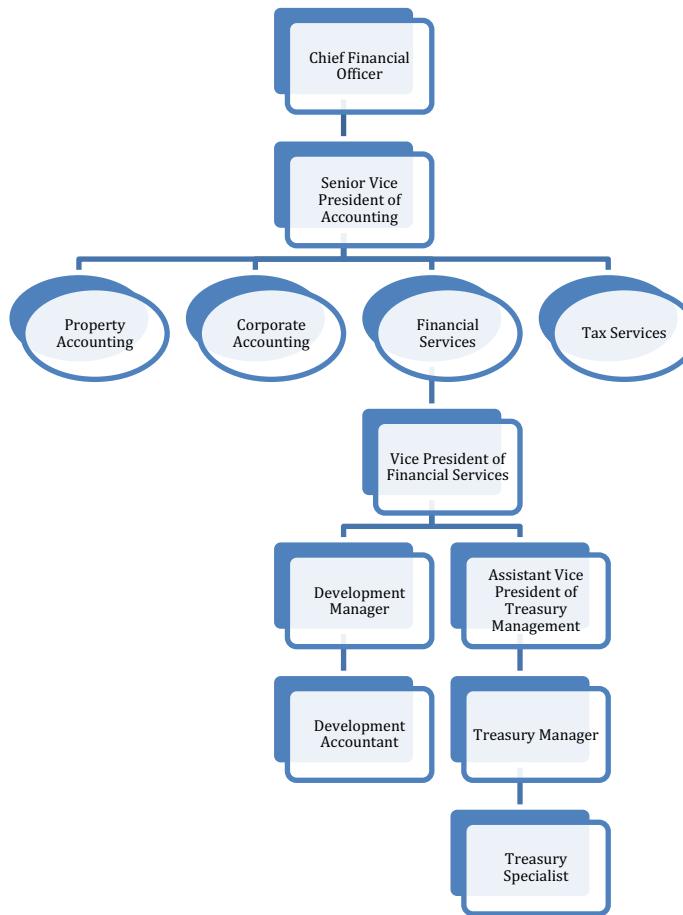
- Experience with RealPage

## Work Environment

The Treasury Specialist 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 Specialist reports to the Treasury Manager.



## Physical Requirements

The physical condition of the Treasury Specialist 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](mailto:hr@crawfordhoying.com)**