

Senior Cash Manager

Summary

The Senior Cash Manager is responsible for the day-to-day oversight and maintenance of company accounts and banking relationships. 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. Maintaining and looking for ways to improve and strengthen treasury functions and processes is a responsibility of this role. This is a leadership position that provides direction and mentorship. As the basis for management, the Senior Cash Manager shall implement the 7 Core Values that Crawford Hoying has established to maintain its desired culture.

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

- Manage direct and indirect reports by implementing the 7 Core Values established by Crawford Hoying
 - Oversee, train, and develop the Treasury Manager
 - Provide leadership to the Treasury Management team through all stages of employment, including recruitment and hiring, teambuilding, resolving personnel issues, and applying disciplinary procedures
 - Prepare annual reviews, set goals, and implement personal development plans for team members
 - Motivate team members to participate in classes and training
 - Approve schedules, timecards, workloads, and paid time off
- Manage all banking relationships, including analyzing bank fees, recommending cost savings, maintaining bank accounts, and serving as liaison between the company and the bank
- Identify the cash funding source and uses, including the utilization of intercompany debt to meet corporate cash obligations
- Oversee and manage the cash receipts and the application process
- Analyze treasury accounts and processes
- Record and process distributions as directed by Asset Management
- Schedule and submit all mortgage, insurance, payroll, distribution, and other payments on a timely basis
- Manage member distributions within the investor reporting platform
- Identify patterns and problem areas and make recommendations to management on areas of improvement
- Execute complex transactions for closing, distributions, and other cash extraordinary events
- 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
- Leadership and accountability
- Face-forward interaction and engagement with other departments
- Strategic approach to problem-solving and troubleshooting
- Proactive engagement in process and quality improvement and efficiency
- Flexibility in taking on projects
- Timeliness and transactional accuracy

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Preferred Knowledge, Skills, Education, and Experience

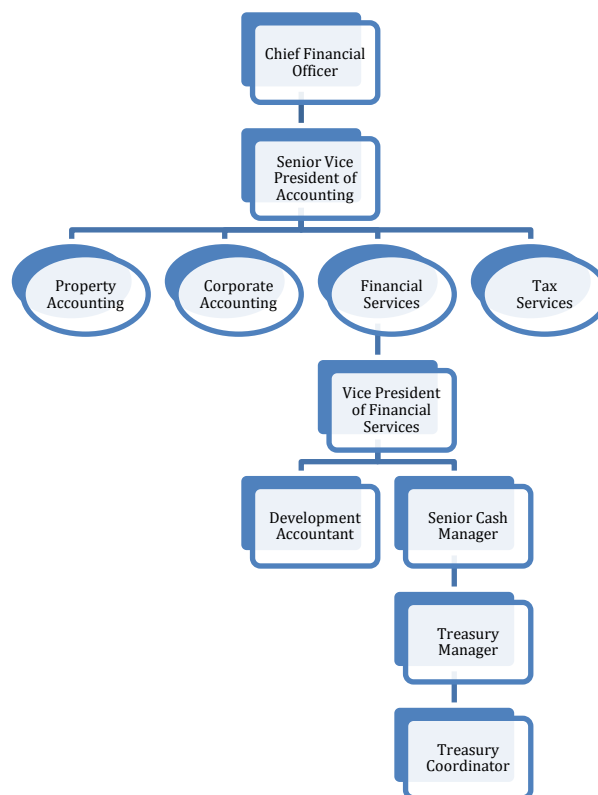
- 5-7 years of cash management experience
- Ability to give clear direction
- Strong analytical, problem-solving, organizational, and multitasking abilities
- Ability to maintain confidentiality and professionalism when working with sensitive information
- Excellent interpersonal and communication skills, both written and verbal
- Results-oriented attitude with a sense of urgency and ability to work under deadline pressure
- Advanced knowledge of Excel
- Proficiency with Microsoft Office products
- Bachelor's degree

Work Environment

The Senior Cash Manager 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 overtime as needed.

Reporting Structure

The Senior Cash Manager reports to the Vice President of Financial Services and oversees the Treasury team.

**Physical Requirements**

The Senior Cash Manager's physical condition 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.

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