

# LIBERTY LIFT SOLUTIONS

Job Description: Treasury and Financial Reporting Specialist



Division/Department	Finance
Location	Houston, TX
<b>Job Title</b>	<b>Treasury and Financial Reporting Specialist</b>
Reports to	<i>Controller</i>

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours <u>40</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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## POSITION SUMMARY

This position is responsible for the accurate and timely consolidation of financial information into reporting/analytical tools that drive cash flow, budget, and debt management.

## RESPONSIBILITIES

- Preparing and verifying the accuracy of financial reports such as: budget to actual, board of director presentations, and monthly financial reporting packages
- Performing regular treasury duties on a timely basis, with a high degree of accuracy, such as: Weekly and monthly borrowing base and covenant calculations, verify and post accounting transactions related to borrowing, calculate and verify the PE guarantee fee, and prepare the capital vs. operating lease analysis reports.
- Ensuring the timely and accurate delivery of financial reports to our lenders
- Analyzing and reconciling bank fees and interest expenses
- Serving as a liaison to our lenders to ensure a positive relationship, anticipate potential issues, and identify beneficial financial products
- Coordinating the monthly approval, submission and entries of credit and procurement cards
- Collecting data from multiple systems, verifying that data, and using it to produce financial modeling and analysis related to monthly liquidity
- Analyzing expenses on a periodic basis to identify opportunities for cost savings.
- Coordinating the preparation and distribution of annual budget templates and tracking their timely completion
- Analyzing, verifying and coordinating the accurate postings of debt transactions related to fixed assets

## QUALIFICATIONS

5 years total combined experience in accounting, treasury and/or finance  
Proficiency in Microsoft Excel required  
2-5 years' experience in ERP/MRP systems (Infor SyteLine experience preferred)  
CPA Preferred

## COMPETENCIES

- Professional Maturity
- Communication
- Flexibility
- Customer Service
- Collaboration and Partnership
- Attention to Detail
- Teamwork
- Responsibility
- Time Management
- Ability to Work Under Minimal Supervision
- Job/Technical Knowledge
- Problem Solving
- Integrity and Respect
- Accountability

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

*Physical Demands:* This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

*Work Environment:* This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

## EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature