

Job Title: Cash Manager	Supervisor Job Title: Senior Vice President of Finance
Employment Status: Full-time	FLSA Status: Exempt
Salary: \$60,000 - \$65,000	

POSITION DESCRIPTION: CASH MANAGER

JOB SUMMARY

The Cash Manager is an exempt position responsible for all aspects of the cash management functions of Esperanza and its affiliates. This includes the development and management of systems for the effective collection of revenues, payment of obligations and effective use of cash resources. Provides leadership and direction to ensure designated cash processing, forecasting and reconciliation processes are completed in a timely manner in compliance with policy, laws, regulations, and agreements.

ESSENTIAL FUNCTIONS

Cash Management:

- Direct cash management operations to include daily cash administration, management of current accounts and bank relationships.
- Drives improvements in cash management, ensuring financial resources are maximized and maintained in accordance with policies/procedures and in compliance with legal and regulatory requirements.
- Ensures timely reconciliation of cash and disbursements.
- Ensures that all transactions are supported by appropriate documentation and that files are maintained according to record retention requirements.
- Track and manage intra-company financial activities.
- Direct cash flow planning and ensure availability of funds as needed.
- Direct cash, investment, and debt management.
- Participate in the development of financing strategies and activities. Monitor debt relationships and ensure compliance with all debt covenants.
- Manage the insurance portion of the organizations risk management strategy.
- Develop, implement, and monitor the system of controls for the financial assets of the organization.

Planning, Policy, and Development

- Participate in the annual budgeting process and create cash forecasts which support the projected activities.
- Participate in corporate policy development by providing recommendations and technical assistance.

- Participate in the development of Esperanza's plans and programs as a tactical partner in evaluating and advising on the impact of long-range planning and regulatory action on the financial resources of the organization.
- Provide management reports on the cash position of the organization and forecasts.
- Represent Esperanza to financial stakeholders, including financial institutions, foundations, auditors, public officials, program partners, etc.
- Maintain current knowledge on financial trends and available products and the application of best practices for high performing cash management functions.

OTHER DUTIES AS ASSIGNED

- Recruit, train, and mentor cash management staff.
- Attend Audit/Finance Committee and Board meetings as needed to present financial reports and information.
- Other duties as assigned by the Senior Vice President of Finance

Reporting to this position is/are:

- Accounts Payable/Receivable Coordinator and Accounting Clerk.

REQUIRED KNOWLEDGE AND SKILLS:

- At least five years of experience in Finance, preferably in a nonprofit organization with a budget of at least \$10 million.
- In-depth knowledge of financial statements and financial statement analysis with the ability to analyze cash flow and the impact on financial statements.
- Experience with bank cash management systems and/or on-line treasury management systems.
- Experience working with information technology staff to implement and manage automated tools and software.
- Excellent written and oral communication skills, along with the ability to communicate and negotiate with a variety of internal and external stakeholders.
- Demonstrated leadership ability, team management, and interpersonal skills
- Demonstrated analytical ability, abstract reasoning skills and excellent organization skills.
- Operational proficiency with automated tools and software.



QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting or a related field from an accredited college or university.
- Designation as a Certified Cash Manager (CCM) or Certified Treasury Professional (CTP).

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must occasionally lift and/or move up to 25 pounds.

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SIGN OFF

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Nueva Esperanza, Inc. is an Equal Opportunity Employer. Nueva Esperanza, Inc. adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability, or sexual orientation. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered.

I read and understand this explanation and job description.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE