

TREASURY ANALYST, SR.

Job Number:

180001LF)

**Building a career at Granite may be the most valuable thing you could do...**

Are you interested in the opportunity to work for an industry-leading company that will give you the experience and exposure you need to build your career and personal brand? If so, then you've come to the right place!

Since 1922, Granite Construction has continued its long standing commitment to building some of America's largest infrastructure projects including highways, bridges, dams, rail, and power. Recognized as one of the top 25 largest construction companies in the U.S., Granite specializes in complex infrastructure projects and provides award-winning construction services in mining, earthwork, water/sewer, power, tunneling, rail, highway and bridge construction. Granite also produces construction materials-sand, gravel, ready-mix, recycled asphalt product and asphalt concrete, and is a proven leader in alternative procurement project delivery.

At Granite, our employees are our most valued asset and we are passionate about retaining, developing, and recruiting the best talent available. Our employees reflect our core values: **Honesty, Integrity, Fairness, Accountability, Consideration of Others, Pursuit of Excellence, Reliability Safety and Citizenship** and we are continuously looking for individuals who possess a winning attitude and share our Core Values. In exchange, we help you build a career that no other company can duplicate. You will be part of a learning culture, where teamwork and collaboration are encouraged, excellence is rewarded, and diversity is respected and valued. Add our award winning safety program, ethics, reputation, and a commitment to continuous improvement and you'll see that we are building more than infrastructure—together, we are building your future.

General Summary

This position is responsible for administering the efficient utilization of cash and financial services, and ensuring

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that strong relationships are maintained with financial institutions, other administration departments and with field personnel in a manner consistent with Company policies and procedures.

#### Essential Job Accountabilities

1. Review daily positive pay exception items, research fraud, and prepare fraud affidavits as needed to reduce risk to the company from fraudulent cash activities.
2. Prepare, process and input money transfer requests to ensure accurate payment of wires in accordance with compliance guidelines.
3. Verify daily bank reporting processes have run completely, review bank accounts for accuracy of various cash transaction activities, maintain sufficient balances in bank accounts to prevent overdrafts, and coordinate the flow of information to the appropriate departments to insure accurate and timely recording of cash transactions.
4. Support and assist in maintaining Granite's banking relationships including acting as a liaison between banks and Granite personnel to resolve problems and issues.
5. Enter and verify investment transaction in Treasury Workstation to insure accurate investment reporting.
6. Prepare daily, weekly, and monthly investment position reports and graphs to provide information to senior management and ensure SOX compliance.
7. Administer construction escrows including review of escrow agreements, set up of new accounts, balance review, pledge preparation, and reconciliation of trust statements to the general ledger in order to reduce owner withheld retention and generate interest income. Provide administrative support and oversight to Granite's Purchasing Card System.
8. Prepare journal entries to record bank transactions, investment interest, escrow releases, and cash allocations.
8. Process requests for lease quotes and prepare lease schedules and other documentation to support equipment leasing requirements.
9. Review and reconcile cash investment and interest accounts to ensure accuracy and compliance to related accounting rules.
10. Support and assist Treasury Manager with implementations of new bank and Treasury related products such as

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Clearwater Reporting, Works, and a new Treasury Workstation in order to improve processes and increase accuracies and efficiencies.

#### Education

- Bachelor's Degree in Accounting/Finance/Economics; required
- CTP a plus

#### Work Experience

- 5+ years of experience in Accounting, Finance, or Treasury-related area.
- Some experience in the preparation of financial/investment schedules and SEC filings including some disclosures.
- Experience in building/using and/or modifying financial models that evaluate various financial plans.
- Experience in implementing new products/services/procedures.

#### Knowledge, skills, and abilities

- General knowledge of GAAP and SEC reporting requirements for investments and other financial instruments
- Knowledge of investments, banking, and financial instruments is a plus
- Knowledge of treasury software is a plus
- Excellent collaboration, verbal and written communication skills
- Ability to break down problems into meaningful parts and come to rational and well thought-out conclusions
- Advanced analytical, organization, and interpersonal skills
- Demonstrated strong project management skills
- Attention to detail with a high level of accuracy
- Intermediate spreadsheet and modeling skills
- Interest in process improvement
- Willingness to adapt quickly to quick changes in direction
- Internally motivated to seek out answers, generate ideas, and develop new skills
- Self-starter – able to seek out resources and structure own workflow
- Ability to manage multiple tasks simultaneously under tight deadlines

#### Physical Demands

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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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit and use hands to operate a computer keyboard. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **About Granite Construction Incorporated**

Granite Construction Incorporated is a member of the S&P 400 Index and is the parent company of Granite Construction Company, one of the nation's largest heavy civil contractors and construction materials producers. Granite Construction is an Affirmative Action/Equal Opportunity Employer of Minorities, Females, Protected Veterans, Individuals with Disabilities and a Drug-Free Workplace. For additional information on applicant/employee rights please [click here](#).

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