

Role: Treasury Analyst (AAA)

We call our club's vision, mission, values, and supporting pillars "Our House" because they are the foundation for all that we do. We're working to transform AAA for the next century with a mission to create Members for life by unleashing the innovative spirit of our Team Members.

Why Work for us:

- **Impact.** Play a key role in innovating the future of auto repair while reinventing AAA and the value propositions we deliver to over 6 Million Members.
- **Development.** Our team is designed to grow business and business leaders. We intend for you to demonstrate your capabilities and leadership skills and earn rapid advancement.
- **Recognition.** We offer a competitive total compensation package including salary, performance bonus, benefits, and 401(k) company match and discretionary contributions.
- **Lifestyle.** We do honorable work, and we practice our values: humility, integrity, teamwork, and service.

About the Team

Join a rapidly growing Treasury team that provides thought leadership and scalable Treasury solutions in support of AAA's fast-growing and evolving business. The team is a group of experienced professionals who are dedicated to excellence and passionate about our Members.

As a Treasury Analyst, you will be an integral part of our Treasury organization, supporting various operational responsibilities. If you consider yourself a team player, a problem solver, a self-starter; someone who is thoughtful, responsible, and intellectually curious, we would love to talk to you!

About the Role

The Treasury team is responsible for enterprise-wide cash forecasting, cash management, bank account management and debt management. This role has a unique and broad view into the company's operations, providing extensive hands on experience and the expectation for immediate impact.

This is a newly-created role where you'll be helping to build a world-class Treasury function. The primary focus of this role will be to develop and manage enterprise-wide liquidity programs, including short-term investing, contingent financing activities and bank strategies for AAA and its subsidiaries.

The position will work closely with the Director of Treasury and other departments such as Accounting, Legal, IT and multiple financial institutions.

Essential Functions:

- Perform daily cash management activity, including preparing and analyzing AAA's consolidated daily cash position, ensuring all operating entities have adequate liquidity and centralizing excess cash to maximize investments.
- Process, verify and execute funding transfers to facilitate cash concentration, account funding and adequate liquidity.
- Develop, monitor and maintain cash flow forecast model, ensuring adequate liquidity to meet financial obligations. Coordinate with other departments to receive and record their input. Perform variance analysis for forecast items against actual cash flows.

- Develop management reports summarizing cash flows, other treasury activities and vendor fees.
- Prepare compliance documents required for a credit facility.
- Understand credit card flow and processes and facilitate new merchant authorizations.
- Partner with Accounting to ensure all cash activity is properly posted to the general ledger.
- Identify areas of risk and process improvement and automation opportunities.
- Perform bank account management activity, including facilitating opening and closing of bank accounts, providing KYC documentation to banking partners, updating banking signatories, and implementing changes to banking services.
- Partner with various internal stakeholders to develop new processes that promote strong internal controls, increase efficiency, and enable rapid scaling.
- Provide recurring and ad-hoc support for financial reporting obligations, business planning activities, as well as compliance and audit requests.
- Document and update Treasury policies and procedures
- Develop and maintain cash management processes and systems compliance to meet Sarbanes-Oxley guidelines

Who you are:

- Bachelor's degree in Finance, Accounting, Economics or another business-related field required.
- Certified Treasury Professional (CTP) preferred.
- Fundamental accounting, liquidity management and forecasting knowledge.
- Proficient in all Microsoft Office applications, expert skill level in Excel required.
- Minimum two (2) years of experience in treasury/cash management or banking field.
- Self-driven with the ability to learn quickly and operate efficiently in a complex and changing environment.
- Excellent written and verbal communication skills, relationship building mindset, and strong organizational and problem-solving skills.