



## **RED DEVELOPMENT, LLC Job Description**

**Job Title:** Treasury Manager  
**Reports To:**

### **A. RESPONSIBILITIES AND DUTIES**

#### **Summary**

Manage day-to-day activities in treasury functions to meet the financial obligations of the organization, which has approximately 200 bank accounts across approximately 100 legal entities. The accounting system is MRI and the Company uses AvidPay for electronic check payments.

#### **Essential Duties and Responsibilities**

- Maintain relationships with primary contacts at each bank
- Open and close bank accounts
- Administer all bank accounts, including new accounts, new signers and maintain clear records internally
- Manage all on-line banking portals
- Manage users and their entitlements on each on-line banking portal as a primary administrator for these portals
- Review for authenticity and accuracy the request and release of bank transfer requests
- Make weekly check runs for all entities in MRI and AvidPay
- Prepare manual checks when requested by management and operations personnel
- Ensure banking exceptions (positive pay, ACH, etc.) are handled daily
- Review and approve stop payment requests and other check related research
- Review account set ups, banking fees, earnings credits, etc.
- Review investment options for corporate cash balances
- Create standard operating procedures for individual and routine tasks

- Respond with urgency and accuracy to management requests, particularly for time sensitive real estate transactions

## **B.**

### **QUALIFICATIONS**

- Ability to apply professional skepticism when responding to requests in order to prevent and deter fraud and to ensure that proper supporting documentation is in place for transactions
- High degree of self-motivation, passion to succeed, ownership, attention to detail, and innovation
- High level of organization
- Ability to work through issues independently and as part of a team
- Ability to multi-task and work under pressure and tight deadlines, when needed

### **Education**

- Bachelor's degree in Finance, Economics, or Accounting is preferred; MBA, CFA, CTP, and/or CPA is a plus

### **Experience**

- Minimum 5 years banking/treasury management experience required
- Real estate company treasury management experience preferred, but not required

### **Language and Communication Skills**

- Strong analytical, inter-personal, and communication skills