



## POSITION DESCRIPTION

<i>Department: Corporate Finance – Treasury Department</i>	<i>Job Title: Senior Treasury Analyst</i>
<i>Incumbent:</i>	<i>Supervisor: Senior Manager, Treasury</i>
<i>Completed: April 2017</i>	<i>Reviewed: April 2017</i>

### I. ABOUT US

Aecon Group Inc. is a Canadian leader in construction and infrastructure development providing integrated turnkey services to private and public sector clients. Aecon is pleased to be consistently recognized as one of the Best Employers in Canada.

### II. PURPOSE OF THE POSITION

Reporting to the Senior Manager, Treasury, the Senior Treasury Analyst is responsible for supporting the day to day treasury functions for Aecon. Are you a seasoned treasury professional with a desire to advance and take on new responsibilities? Do you have, or are you working towards, your CTP, CPA or CFA? Do you like to work in a face-paced environment and look for continuous improvement opportunities? Are you detail-oriented, able to work well under pressure and have very strong written and verbal communication skills? If so, please submit your application online today at <http://www.aecon.com/>

### III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Daily downloads of bank activity and daily upload of electronic bank statements into SAP
- Preparation of daily cash package and cash balance analysis for senior management
- Investigate and coordinate daily bank account inquiries
- Backup for initiation of wire transfers and intercompany settlements
- Backup on daily short term consolidated cash forecasting
- Opening and closing of bank accounts and updating signatories as required
- Working with JV partners on banking needs
- Maintain working relationship with banks
- Preparation of monthly journal entries
- Set up of WSIB payments in online banking systems
- Approval of tax payments in online banking systems
- Maintenance of all leasing agreements in third party system and all monthly, quarterly and annual debt reporting
- Investigation of any leasing issues and discrepancies with divisions and financing companies
- Backup for issuance, modification, cancellation and reporting on letters of credit
- Maintenance of master bank account listing involving an access database
- Analysis of SG&A expenses for month, coordination with divisions for the pulling of funds and completion of journal entries to record transactions
- Foreign exchange transactions including spots, forwards, swaps
- Confirmation of foreign exchange spot transactions, forwards and swaps
- Review and recommend improvements to treasury processes and procedures including opportunities to automate cash processes, streamline reporting and enhance banking processes
- Bank fee analysis
- Outstanding cheque analysis
- Transition daily cash reporting to SAP environment including the development of a 6 week cash forecast
- Backup for Treasury Analyst and Senior Manager, Treasury
- Ad-hoc reporting as required
- Primary contact for year-end audit questions regarding debt transactions
- Additional participation in internal/external audits as needed
- Ad-hoc and special projects
- Additional duties as assigned



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#### IV. KNOWLEDGE AND SKILLS

- Seasoned treasury professional with a minimum of 3 years experience, preferably with or working towards a CTP designation
- CPA/CFA or working towards either preferred
- SAP experience preferred
- Cash management experience
- Excellent analytical/financial skills
- Detail oriented with a demonstrated ability for accuracy
- Strong organizational skills and multi-tasking capabilities
- Excellent verbal and written communication and interpersonal skills
- Ability to interact with various levels of management
- Ability to work under pressure and meet deadlines
- Ability to work effectively both independently and in a team environment
- Strong Excel and Word skills

#### V. EXTENT OF PUBLIC CONTACT

- Deals with internal contacts in person and on the telephone
- Deals with external banking contacts in person and on the telephone
- Communicates with supervisors and management across the business
- Communicates with co-workers as required to resolve problems
- Communicates with external clients as required for audit and reporting purposes

#### VI. PHYSICAL DEMANDS

- Ability to work in an extremely fast paced environment