



Example of Treasurer Job Description

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Our company is growing rapidly and is looking to fill the role of treasurer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for treasurer

- Coordinate with appropriate department heads for material cash requirements and funding decisions including real estate investments, financing, dispositions and hedging
- Manage domestic cash balances and liaison with international treasury operations to oversee global cash balances and ensure adequate liquidity for funding requirements and working capital needs
- Provide general administration
- Review and approve debt covenant compliance packages
- Develop and maintain treasury related consulting and banking relationships
- Prepare and present budget for treasury expenses quarterly and recommend cost control initiatives
- Execute foreign currency spot or hedging related trades and administer associated compliance
- Oversees daily management of all treasury operations, strategies policies and procedures
- FX reporting package to L'Oreal HQ
- Oversee day-to-day global treasury operation team and function including, cash position, short and long term, global cash forecasting, bank account requirements gathering, setup and maintenance

Qualifications for treasurer

- Familiar with bulk cash handling
- Diploma in Basic Accounting (advantage)
- Banking experience would be a distinct advantage
- Be able to work long hours, as per the operational requirements