



Job Posting #:	30FB05282026	Posting Type:	External
Job Title:	Treasury Analyst	Grade/Classification:	107/Exempt
Department:	Finance/ Treasury	Location:	Fredericksburg, VA

JOB DESCRIPTION

OVERVIEW

The Treasury Analyst is a key contributor within the CFO Organization, responsible for managing daily cash operations, developing forward-looking liquidity strategies, and delivering rigorous financial analysis in support of organizational decision-making. Reporting to the Director of Finance, this role partners closely with internal stakeholders across Finance, Accounting, and Operations to ensure the effective deployment and stewardship of capital—including the administration of Contributions in Aid of Construction (CIAC) fund investments, long-term debt planning, corporate credit card program administration, including planning and executing vendor changes and program initiatives, and banking relationship management. The successful candidate will demonstrate strong analytical capability, business acumen, and the interpersonal skills necessary to operate effectively across all organizational levels.

ROLE AND RESPONSIBILITIES

Cash Management & Liquidity

- Monitor and report the organization's daily transactions and cash position across all accounts
- Reconcile cash activity with the general ledger and identify variances in a timely manner.
- Primary initiator of all wire transfers
- Develop, maintain, and continuously refine short- and long-term cash flow forecasting models, incorporating operational inputs from across the business to improve forecast accuracy.
- Analyze daily and future funding requirements and proactively recommend liquidity strategies to ensure the organization maintains adequate working capital and operational flexibility.
- Administers bank account setup in general ledger software.
- Manage all opening/closing documents on new bank accounts
- Execute decisions for daily positive pay exceptions
- Systematic check voidances, when needed
- Maintain wire transfer log

Investment & Debt Management

- Assist in the planning, analysis, and execution of excess cash and investments including utilizing Contributions in Aid of Construction (CIAC) funds, ensuring compliance with applicable policy, regulatory, and fiduciary requirements and secure the principle and maximize returns on funds invested
- Support long-term debt planning activities, including debt structuring analysis, covenant monitoring, interest rate risk assessment, and evaluation of refinancing opportunities.
- Prepares and maintains amortization schedules for debt portfolio.
- Prepares and maintains schedules pertaining to investments.

Financial Analysis & Modeling

- Construct, maintain, and enhance financial models to support scenario analysis, capital planning, and executive decision-making.
- Prepare and present financial analyses, variance reports, and treasury commentary for senior management, the Director of Finance, and the CFO organization.
- Identify opportunities for process improvement within treasury operations and actively contribute to the implementation of enhanced tools and methodologies.

Corporate Credit Card Program

- Administer the organization's corporate credit card program, including cardholder enrollment, credit limit oversight, policy compliance monitoring, and reconciliation of monthly statements.

- Serve as the primary point of contact for program-related inquiries; liaise with the card issuer to resolve issues and implement program enhancements.

Banking Relationship Management

- Manage the organization's banking relationships, including oversight of account structures, service agreements, fee analysis, and periodic review of banking partners.
- Bank account administration
- Coordinate bank account opening, closing, and maintenance activities; maintain accurate and current bank signatory records and documentation.
- Evaluate banking products and services on an ongoing basis to ensure the organization is positioned to maximize efficiency and value from its financial institution partnerships.

Corporate Credit Functions

- Evaluate the creditworthiness of new and existing member-owners by reviewing financial statements, credit reports, and payment history
- Establish and maintain credit limits and risk ratings for members that align with Board policy
- Monitor accounts for deteriorating credit quality and recommend mitigation actions (deposits, letters of credit, prepayment requirements)
- Prepare credit exposure reports for leadership and assist in setting reserve levels
- Assist in managing collateral agreements (cash deposits, surety bonds, LOCs) tied to credit decisions
- Coordinate with Accounting, Legal Counsel, and Member Services on credit holds, payment plans, and dispute resolution
- Contribute to policy and procedure documentation for credit and KYC programs

Know Your Customer

- Conduct identity verification and beneficial ownership documentation for new members and counterparties in compliance with BSA/AML requirements
- Maintain and refresh KYC files on a risk-tiered schedule (enhanced due diligence for higher-risk accounts)
- Screen members and vendors against OFAC/sanctions lists and politically exposed persons (PEP) databases
- Flag and escalate unusual or potentially suspicious activity to leadership
- Support regulatory exams and audits by maintaining complete, accurate KYC records
- Perform other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A bachelor's degree in Finance, Accounting, Economics, or a closely related field is required. A Master of Business Administration (MBA) or Master's degree in Finance is preferred. A Certified Treasury Professional (CTP) designation is preferred; however, candidates actively pursuing certification are encouraged to apply. Professional certifications such as Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA) are considered a plus.

Candidates should possess a minimum of three to five years of progressive experience in accounting, auditing, treasury, corporate finance, or financial planning and analysis (FP&A). Experience in cash management, liquidity forecasting and modeling, and treasury operations is required. Exposure to debt instruments, capital markets, or banking relationship management is preferred. Experience working within a regulated or utility industry environment is considered advantageous.

Candidates must demonstrate advanced proficiency in Microsoft Excel, including experience with financial modeling, pivot tables, and data analysis techniques. Strong analytical and technical skills are essential to support reporting, forecasting, and financial decision-making responsibilities.

This position is primarily office-based and performed in person at the Fredericksburg, Virginia location. The role typically follows a standard 40-hour work week; however, additional hours may be required to meet deadlines, reporting requirements, and business needs. Attendance at conferences and professional events throughout the year may be necessary and may include occasional overnight travel. The position also requires availability to support major storm restoration efforts on a 24/7 on-call basis when needed. This position is classified as exempt.

HOW TO APPLY

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #30FB05282026

Deadline: Open Until Filled

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.