



Treasury Analyst

Job ID 2021-12669

Category Accounting/Finance

Job City Acheson

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Position Scope

The Treasury Analyst provides support for key treasury functions including banking; cash management; heavy equipment leasing/financing; capital markets activity and debt management; payment processing and PCard program management.

Responsibilities

- Maintaining and reconciling the corporate cash forecast. Updating the forecast for actual results and changes to forecast assumptions. Working with internal groups to validate assumptions related to accounts receivable and payables, job progress and equipment expenditures.
- Assist with the transaction processing of day-to-day cash management requirements, which include short-term borrowing/investing activities, foreign exchange transactions, electronic payment administration, cheque issuance, wire transfers and related banking items.
- Review and end-processing of weekly vendor pay runs. Review list of vendors and payment amounts for reasonability, investigation of any abnormal payment requests. Initiating approved payments through online banking platforms.
- Review and end-processing of hourly and salary payroll files. Review payroll files for accuracy and initiate approved payments through online banking platforms.
- Support heavy equipment financing activities including analysis of lease proposals; assisting with renewals and expiries; lease portfolio schedule maintenance; reporting to management as required.
- Administer the Company's corporate purchasing card ("PCard") program, including card issuance, limit adjustments, and cardholder inquiries. Monthly PCard report reconciliation and upload to ERP, as well as accruals.
- Banking administration including opening and closing accounts, individual user access and permissions, implementing new cash management products and services,

monitoring and reconciling bank fees. Participate in international banking operations, as required.

- Perform quarterly covenant calculations and prepare compliance documents to provide to lenders.
- Monitor debt agreement compliance to ensure the Company is within its covenant and borrowing restrictions.
- Reconcile quarterly interest expense and credit agreement fees and expenses.
- Review project bid documents focusing on financial security requirements (i.e., bonding, letters of credit).
- Support M&A transactions through information gathering for due diligence activities.
- Quarterly testing of treasury processes for Sarbanes-Oxley (SOX) compliance.

Qualifications

- Bachelor's degree in Commerce or Business Administration or Diploma with additional three years' experience related to Finance or Accounting may be considered.
- CTP, CPA or CFA designation or working towards one.
- Two years' experience in a Banking, Treasury, Finance or Accounting role. Accounting or Finance Co-op experiences will be considered.
- Industrial construction and/or mining industry experience would be an asset.
- Highly organized and detail oriented to track results.
- Proficient with Microsoft Office programs, with particularly strong working knowledge of Excel.
- Ability to analyze/reconcile financial and related business data and provide recommendations.
- Ability to work independently and raise issues to Management.
- Good verbal and written communications skills.
- Positive attitude to learning and applying new learning to business situations.

Summary

1. Be proficient in English, both verbally and written
2. Have a valid Class 5 Driver's License
3. Have experience as requested as mentioned above
4. Disclose COVID-19 vaccination status:
 - Fully immunized individuals must provide government issued proof of vaccination to be exempt from site testing requirements
 - Individuals not fully immunized **may** be subject to site COVID-19 testing requirements **and associated costs**
5. Undergo and successfully pass the following testing:
 - Breath Alcohol Test
 - Urine Drug Test

Overview

North American Construction Group (NACG) has served as an industry leader in the heavy construction and mining industries for over 65 years. In that time, we've proven ourselves as a safe and reliable contractor who can complete projects of any size and scope. We've also taken a number of bold steps forward to broaden our footprint, expanding to mines outside our provincial borders, and providing third-party maintenance services to clients and customers. In addition to providing employees with rewarding careers, North American has a whole lot more to offer:

- Significant Growth –As a company, NACG is rapidly expanding, and has practically doubled in size over the past year alone.
- Long Term Contracts – With over \$1 billion dollars in contracted work booked through 2023, NACG can provide long term employment solutions and numerous opportunities for advancement.
- Commitment To Safety – With a top tier record for safety performance, NACG is dedicated to ensuring that everyone gets home safe, and constantly strives for a goal zero performance.
- Competitive Compensation – NACG provides competitive compensation packages for all employees.
- Attractive Benefits Package – With a substantial benefits package provided to all employees, NACG ensures that you are covered for life's many surprises.
- GRRSP Matching – As you begin your new career, you can also start planning for the future thanks to NACG's GRRSP matching.

North American Construction Group is an equal opportunity employer, and encourages applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected.

[Become a member of the North American family today!](#)