

**NELLA OIL COMPANY  
JOB DESCRIPTION**

**JOB TITLE: TEAM MEMBER, “Treasury Accountant”**

PREPARED BY: Robert Barnes

DATE: 8/5/08

APPROVED BY: Michael Belles

DATE: 8/5/08

**SUMMARY:**

This position is responsible for; bank account maintenance as well as assisting in the preparation of various monthly financial reports. This position reports to the Accounting Manager.

STATUS: Non-Exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Track daily deposits from all sources.
- Monitor all cash flows.
- Prepare 5-day cash forecast daily.
- Monitor cash requirements.
- Maintain banking relationships.
- Submit positive pay files to corresponding banks.
- Reconciling monthly bank account statements.
- Responsible for portions of month end closing through financial statements for all entities requested.
- Responsible for monthly reconciliation of balance sheet accounts.
- Assist Treasury Specialists with issues.
- Regular attendance at assigned worksite.

**GENERAL RESPONSIBILITIES:**

- Perform specific tasks as assigned by Management
- Promote and support company image standards.
- Cross train and act as back up for other positions in the department.
- Adheres to all city, county, and state regulations.
- Stay familiar with the Company Handbook and Company Policies.
- Communicate effectively with team members in other departments to resolve problems and provide information as needed.
- Work in a “SAFE” manner at all times and report all accidents immediately.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be capable of performing each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associates Degree (A.A.) or equivalent from a two-year college or technical school, or two (2) years of related experience. Other education and/or experience may be considered as a substitute.

**LANGUAGE and/or COMMUNICATION SKILLS:**

Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write simple correspondence. Ability to read and comprehend instructions as well as procedural manuals. Ability to effectively present information in one-on-one and small group situations to guests and other team members. Ability to communicate with Company personnel using the intercom, voice-mail and e-mail systems.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in order to carry out routine tasks in relation to the essential duties of the position.

**COMPUTER SKILLS:**

Ability to operate a personal computer with a general understanding of file management and Microsoft Office Suite © software.

**REASONING ABILITY:**

Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. While performing the duties of this job, the team member is regularly required to stand and talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Must be able to examine documents, reports and other data in either hard copy or electronic form.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the team member rarely works in high or precarious places. The noise level in the work environment is usually moderate.