



Senior Treasury Accountant

The Senior Treasury Accountant responsibilities consist of developing and maintaining banking relationships and bank accounts.

Responsibilities:

- Perform daily cash activities such as sending wires and ACH's, positive pay file uploads, loading files and maintaining the Chesapeake reconciliation software, journal entry preparation and review, and account reconciliation preparation and review
- Develop daily, monthly and yearly global cash forecasts, monitor and recommend investment opportunities, maintain global intercompany account reconciliations and develop repayment recommendations
- Open and close bank accounts, set-up armored car and change services for new stores as needed
- Monitor and report global, corporate-wide cash levels on a daily basis
- Forecast and analyze weekly and monthly cash flows corporate-wide and maintain the Chesapeake bank reconciliation software and recommend intercompany repayment plans
- Maintain opening and closing locations within the GL
- Responsible for allocations within the GL system, record eliminating entries for intercompany transactions and maintain opening and closing locations within the GL
- Calculate and prepare royalty related journal entries and calculate/prepare debt covenant schedules
- Update and support treasury related policies as well as ensure SOX compliance within the Treasury function
- Manage the day to day functions for the corporate insurance programs (excl. healthcare) including claims reporting, liaise with adjusters, legal counsel, insurance premiums, as well as updating management with claims review
- Accountable for yearly corporate fraud assessment
- Make recommendations on implementing new policies, update existing policies, and assist with the implementation and enforcement of such policies

Qualifications:

- Bachelor's Degree in Accounting, Finance or Business with a minimum of 3 years' experience in Accounting, Analysis, and Treasury
- Understand the process flow of all related ERP modules, Excel, Lawson, Chesapeake and add-in tool for queries and uploads
- Excellent interpersonal skills, verbal and written communication skills including presentations to senior management and banking partners
- Proficiency in Microsoft Office – Word, Excel, Outlook, Access, PowerPoint
- Attention to detail with the ability to work in a fast paced environment
- Ability to be flexible. adapt to change, prioritize, and multi-task
- Strong planning and organizational abilities

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