

Assistant Treasurer, Houston

This is a domestic job. Must have debt facility/refinancing experience. Candidate must provide deal sheet. Must be from a large company with \$2B+ in revenues. Candidate must have done 1 to 2 deals per year and bring bank relationships. This position has 2-4 direct reports.

Job Description

Report To: VP Finance & Treasury

Position Summary:

Self-starter with high energy level to provide hands-on leadership in managing EXH and EXLP's debt facilities including debt compliance and reporting, daily liquidity, hedging activities, analyzing and interpreting debt agreements. Key go-to resource for senior management on capital market transactions, and refinancing's. Either directly or through subordinate staff, this position is responsible for the following activities:

Essential Duties & Responsibilities:

- Responsible for daily liquidity management and domestic cash and banking.

- Work with Treasury Manager and AT - International operations on global cash movement plans, borrowing and repayment and overall liquidity needs for EXH and EXLP.

- Review daily/weekly cash positions and needs

- Manage all corporate debt facilities in terms of compliance and reporting

- Coordinate preparation of monthly and quarterly compliance reports.

- Gain familiarity with debt facility documents including definitions and provisions and

- Manage interest rate hedges for EXH and EXLP including reporting and forward strategies.

- Manage Cash Applications group with focus on internal customer service and the collective and individual development.

- Work with AT-International to consolidate banking platforms to enhance visibility, minimize costs and maintain high level of local service delivery.

- Key resource for Treasurer and senior management in refinancing's, capital markets and corporate finance analysis.

- Support business units on projects and initiatives including possible third party financing options.

- Supervise direct reports. This includes interviewing, hiring, assigning and directing work, appraising performance, employee recognition and disciplining employees.

- Leads training and employee development of staff with a view toward building and maximizing employee competencies, efficiency and retention.

- Other duties as assigned

Skills/Requirements

Required Skills or Tools:

- Exceptional analytical skills with attention to details. Strong financial modeling and presentation skills.

- Team player with strong leadership skills

- Customer service orientation and superior interpersonal skills

- Business acumen and knowledge of treasury

- Highly proficient using complete Microsoft Suite (Word, Excel, etc.) and PC skills

- Proficient using computer-based accounting and financial system; Oracle/Hyperion

preferred

Preferred Education/Experience:

Experienced finance professional with significant corporate finance and treasury experience at large global organization.

Eight to ten years of experience in corporate treasury and/or banking

Work experience must also include increasing levels of responsibility including supervisory experience

BS/BA degree and a MBA are required