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**Job Description**

Title: Treasury Analyst

Location: Corporate Office

Reports to: Treasury Manager

Status: Exempt

SOC: **13-2011**

Job Code & System Title:

**Summary Description**

The Treasury Analyst is responsible for monitoring bookkeeping, cash management, bank supplies and coordinating accounting and finance activities at the store level. The Treasury Analyst will report directly to the Treasury Manager.

**Essential Functions:**

* Complete cash related journal entries and accounting for 200+ store grocery retailer
* Research differences between cash and sales with bank or armored carrier
* Perform weekly reconciliation of cash vs. sales and associated accounting for 100+ stores
* Activate bulk gift card orders and balance inquiries from internal business partners
* Produce weekly & monthly bank reconciliations
* Manage receiving, coding and depositing of checks from external business partners
* Coordinate new stores with bank supplies (change orders, bank supplies, deposit slips, bags)
* Connects stores with Chase and Garda for cash handling

**Knowledge, Skills and Abilities**

* Bachelor’s Degree in Finance preferred.
* 5+ years of grocery/retail experience.
* Must be able to adapt to company software.
* Must have excellent communication skills; will be communicating across multiple departments to various levels of management.
* Must be able to work well in teams.
* Must be proficient in Microsoft Office (Excel, PowerPoint, Word & Outlook).

**Physical Requirements:**

[HR will complete for general office positions. Concentra will evaluate for Store and DC positions]

Please note anything that would be unusual for an office position – example, special chemicals, special lifting requirements, visual requirements, etc.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties, responsibilities, and requirements. Sprouts’ management reserves the right to amend and change duties, responsibilities, and requirements to meet business and organizational needs as necessary.