



Viad Corp is an S&P SmallCap 600 diversified services company. Our diverse and unique companies include:

Global Experience Specialists (GES) offers comprehensive, best-in-class exhibition and event production and service delivery, cutting edge creative and design, critical measurement services and an unparalleled global reach. Pursuit, comprised of Brewster Inc., Glacier Park, Inc. and Alaska Collection, offers experiential leisure travel services and rich front-country experiences to national park visitors through its hotels, lodges and motor inns, recreational attractions and transportation services in the United States and Canada.

We are searching for a dependable professional with strong attention to detail for a Phoenix, Arizona opportunity that offers a lot of variety and the chance to learn. This role is responsible for daily cash desk duties of Viad Corp and its subsidiaries to maximize use of funds and account for cash transactions. The treasury analyst supports subsidiary and corporate staff banking needs, prepares treasury reports and completes treasury management projects.

- Use Viad's treasury management system and bank web sites to reconcile prior day's cash transactions, prepare current day cash position, initiate required payments, and forecast the next day's transactions
- Track bank revolver borrowings, rollover dates and interest payments
- Manage short-term investments (redeem/invest as required) and maintain investment spreadsheet
- Create monthly file of cash transactions from treasury system and research open items after the file is uploaded to the general ledger system
- Assist subsidiaries with banking issues
- Manage changes to bank web sites and act as a security administrator for user entitlements
- Complete treasury management projects and studies (including RFP's and reviews of banking products and services)
- Update bank account signers and maintain authorized signature forms
- Maintain bank account and safekeeping data bases
- Prepare quarterly letter of credit report and fees calculation; prepare quarterly commitment fees calculation
- Make bank deposits
- Prepare audit confirmations for Viad's outside auditors; work with internal and external auditors
- Perform other job duties as assigned.

The successful candidate will have:

- Bachelor's degree or equivalent experience.
- Three to five years of banking and treasury management experience.
- Proficient in Microsoft Word and Excel.
- Must be good with numbers to include excellent accuracy and attention to detail.
- Strong communication skills, both verbal and written.
- Must have the ability to handle multiple projects, meet constant deadlines and work with confidential information.
- Must be a self-starter with the ability to research problems and complete projects independently.
- Certified Treasury Professional (CTP) preferred.
- Experience with treasury management systems is highly desirable.