



**POSITION TITLE:** MANAGER, CASH MANAGEMENT

**DEPARTMENT:** TREASURY

**ENTITY NAME:** AMC NETWORKS

**LOCATION:** 11 Penn Plaza, New York, NY

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**OVERVIEW OF ROLE**

Responsible for the daily cash settlement of AMC Networks and its subsidiaries. Responsible for pulling daily bank reports and reconciling all prior day transactions in each cash bank account. Responsible for determining the current day funding needs of each entity and preparing the investment schedule to propose the appropriate investments/redemptions. Responsible for input, review and release of all company wire transfers. Assist the Director of Cash Management, as needed, with documentation needed for the maintaining opening and closing of bank accounts as well as other banking documentation that may be required by the banks from time to time. Assist in the management and update of the disaster contingency plan. Develop initiatives to improve the daily cash settlement process. Prepare and distribute the Daily Cash Report to Sr. Management. Prepare various other monthly reports. Assist with the implementation of cash management products and services.

**DUTIES AND RESPONSIBILITIES**

- Use various banking systems to pull daily cash account reports and reconcile those accounts in the cash management worksheets
- Investigate any discrepancies and resolve.
- Perform daily cash settlement and recommend the daily investment purchase or redemption for assigned business units.
- Input / review / release wire transfers and maintain the wire template database.
- Prepare the Daily Cash Report and distribute it to Sr. Management
- Distribute, on a weekly basis, the cash excel reconciliation worksheets to accounting along with all supporting documentation.
- Assist Director of Cash Management in the opening, closing and maintaining bank accounts.
- Assist with all special projects such as implementation of cash management products and services.
- Ensure company and department policies and procedures are adhered followed.
- Prepare the Treasury Calendar for the cash management area.



**ORGANIZATIONAL RELATIONSHIPS**

**Reports to:**

Director, Cash Management

**Direct Reports:**

N/A

Number of employees reporting *directly* to this position 0

Number of employees reporting *indirectly* to this position 0

**KEY NON-REPORTING RELATIONSHIPS**

**Key contact**

**Description/Purpose**

1. Business Unit Personnel

Information regarding invoice data and wire transfers

2. Accounting staff

Information regarding wire transfer to be made and also providing daily cash worksheets

3. Banks

Work with bank for overall support for all cash and investment accounts.

4. Director of Treasury Operations

Ongoing communication and coordination to insure a high level of working capital management and funding.

5. Tax Dept

Coordinate with Tax with regard to making various tax payments.

5. Payroll

Coordinate with Payroll to insure funding of weekly payrolls as well as for special payrolls and restricted stock vesting.

**KEY MEASURES OF SUCCESS**

**Operating metric(s):**

- Completion of all daily cash settlement and wire transfers on a daily basis.
- Continuous improvement of the daily cash settlement process.



## **QUALIFICATIONS**

### **Management Skills**

- Detailed orientated
- Strong interpersonal relationship skills inclusive of excellent verbal and written communication skills.
- Excellent organization skills

### **Technical/Functional Competencies**

- Bachelor's degree with a business major.
- Certified Treasury Professional
- Four to Six years of cash management / banking / treasury experience.
- Knowledge of banking systems and experience inputting and releasing wire transfers both domestically and internationally.
- Extensive knowledge of Excel including advanced formulas
- Understanding of various cash management products and services

### **Key Experiences/Achievements**

- Four to Six years of cash management / banking / treasury experience.
- Knowledge of treasury workstations
- History of working with banking systems and wire transfers.
- Strong interpersonal skills and project management skills.

**AMC Job Contact Person: Lydia Dougherty**

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