# Mila Aguirre

Senior Cash and Investment Analyst

(540) 555-2846 mila.aguirre@example.com linkedin.com/example/milaaguirre Roanoke, VA 24011

## SUMMARY

Senior treasury and investment professional with seven years supporting public sector **cash management**, multi fund portfolios, liquidity planning, and financial reporting. Daily work connects cash flow forecasts with **actual activity**, expected expenditures, **working capital** needs, and investment decisions that protect liquidity and support sound returns. Experience includes pooled fund administration, investment advisor coordination, interest allocation, management fee calculations, journal entries, banking operations, reconciliations, and Excel pivot table reporting. Monthly investment reports, committee materials, audit support, ACFR schedules, policy documents, and **historical interest revenue analysis** receive careful attention. Clear communication with finance leaders, accounting teams, operating departments, banks, and advisors supports dependable decisions. Ready to bring disciplined analysis and public funds stewardship to a municipal treasury team.

## EXPERIENCE

### Senior Treasury Analyst

Blue Ridge Public Finance Collaborative July 2023 - Present Roanoke, VA

Leads daily cash positioning, investment analysis, and reporting across multiple public funds. Coordinates advisors, finance leaders, accounting teams, and operating partners while preserving documented controls, accurate records, timely decisions, and dependable service.

- Positioned daily cash across public funds using forecast reviews and documented **liquidity** controls.
- Compared projected activity with actual transactions, identifying funding needs before scheduled **expenditures** arrived.
- Prepared investment reports and committee materials from reconciled records, earning finance leadership confidence.
- Coordinated advisors and operating departments during time sensitive **reinvestment** decisions, keeping liquidity available.
- Maintained **investment records**, fee calculations, and interest allocations through repeatable Excel workflows.
- Reviewed policies and **procedures** against **internal controls**, supporting reliable reporting and audit readiness.

### Cash Management Analyst

Commonwealth Municipal Services Group June 2021 - June 2023 Lynchburg, VA

Managed **cash forecasting**, **pooled investments**, Excel reporting, reconciliations, and banking activity across municipal funds. Produced analysis for finance stakeholders while improving documentation, transaction accuracy, and visibility into liquidity and earnings.

- Built cash forecasts from receipts, disbursements, historical activity, and expected fund requirements.
- Compared pooled investment positions with cash needs, supporting timely reinvestment recommendations for fund managers.
- Used **Excel pivot tables** for interest revenue analysis, monthly reporting, and management review.
- Reconciled banking activity and **investment records**, resolving exceptions before month end close.
- Calculated **management fees** and fund interest, providing accounting teams with support for **journal entries**.
- Documented repeatable cash procedures, helping teammates complete reviews with fewer follow up questions.

### Treasury Analyst

Shenandoah Regional Finance Partners June 2019 - May 2021 Harrisonburg, VA

Supported public sector banking, investment records, reporting, and month end treasury controls. Built foundational expertise in **cash operations**, reconciliations, **public monies**, policy documentation, and accurate financial records for municipal clients.

- Updated public fund **investment records** after daily banking activity and approved transaction reviews.
- Prepared reconciliation support for receipts, disbursements, **safekeeping** activity, and month end controls.
- Assisted cash flow **projections** by organizing historical transactions and upcoming expenditure information.
- Compiled reporting schedules for advisors and finance reviewers, improving access to current balances.
- Recorded journal entry support for interest activity and fund level **accounting** adjustments.
- Flagged documentation gaps during control reviews, helping senior analysts resolve issues before reporting deadlines.

## PROJECTS

### Municipal Liquidity Forecast Model 2024

Created a practical forecast model linking receipts, disbursements, expected expenditures, and pooled fund balances. Pivot based views helped reviewers compare projected activity with actual results and discuss working capital decisions.

### ACFR Investment Disclosure Support 2023

Organized investment records, interest history, and fund details into review schedules supporting ACFR cash and investment disclosures. Clear source tracking made collaboration with accounting teams easier.

## LEADERSHIP & AWARDS

- Received Certified Treasury Professional designation in 2024 after building broad cash and investment expertise.
- Selected for senior treasury responsibilities after consistent work on public fund reporting, controls, and advisor coordination.
- Recognized by finance colleagues as a dependable resource for cash forecasts, reconciliations, and interest allocation questions.

## EDUCATION

**Bachelor of Science in Finance**

James Madison University GPA: 3.5 2019 Harrisonburg, VA

***Coursework:*** *Municipal finance, investment analysis, accounting, economics, financial reporting*

## CERTIFICATIONS

- Certified Treasury Professional 2024
- Excel Financial Modeling Certificate 2023

## TECHNICAL SKILLS

- **Cash Management:** Cash positioning, cash forecasting, liquidity planning
- **Investment Analysis:** Portfolio analysis, reinvestment analysis, investment trend analysis
- **Municipal Finance:** Public funds, municipal functions, public monies
- **Excel Reporting:** Excel pivot tables, advanced estimates, historical analysis
- **Financial Reporting:** Monthly investment reports, ACFR disclosures, earnings reports
- **Accounting Operations:** Journal entries, interest allocation, management fees
- **Banking Operations:** Receipts, disbursements, safekeeping
- **Control Frameworks:** Internal controls, policies, procedures
- **Investment Administration:** Pooled funds, investment records, investment advisors
- **Forecasting Methods:** Cash flow projections, actual activity comparison, expenditure estimates

## SKILLS

- Cash management
- Municipal finance
- Investment analysis
- Cash flow forecasting
- Pooled investments
- ACFR reporting
- Excel pivot tables
- Journal entries
- Internal controls
- Banking operations
- Liquidity planning
- Investment reporting
- Interest allocation
- Financial reporting
- Cash operations

## PROFESSIONAL AFFILIATIONS

- Association for Financial Professionals, treasury and cash management member.
- Virginia Government Finance Officers Association, public finance professional member.

## LANGUAGES

- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST