



Example of Analyst, Treasury Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for an analyst, treasury. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analyst, treasury

- Provide support to affiliates regarding inquiries, payment issues, and bank account information
- Maintain process and procedures in relation to the Payment Factory, including their compliance with Sarbanes Oxley Internal Controls requirements
- Maintain Payment Factory dashboard and KPIs to report on a monthly basis Payment Factory performance and evaluate this performance against Service Level Agreements with affiliates
- Prepare bank fee analysis and manage cross charges to affiliates
- Co-ordination with TA, TACC MMCRRecon, banks in relation to unresolved exceptions, investor queries Stop payment and Cancellation of Demand Drafts issued by the banks based on the investor requests
- Inputs cash receipt and disbursement details into general ledger using Oracle templates
- Prepares accruals and any other necessary adjusting entries
- Maintains cash forecast templates, downloads and monthly files
- Manage wires
- Manage checks and credit cards

Qualifications for analyst, treasury

- Financial services (FCM or brokerage) experience

- Must have excellent communication skills, both written and oral with people at all levels in different departments
- Must have knowledge of the cash management in a corporate environment
- Solid experience with statistical methods and libraries
- Treasury Transactions - Understanding of the various types of treasury transactions to enable independent confirmation