



Example of Analyst, Treasury Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an analyst, treasury. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, treasury

- Provide reporting on ad-hoc basis
- Administer the Trustees' compensation process such as payments, allocation of fees to the funds overseen by each Board, Trustee Deferred Compensation Plans and Trustee compensation reporting
- Retrieve daily bank reports and reconciliation of all accounts
- Prepare treasury analysis reports as required
- Maintain cash position reports
- Process wire payments through bank systems
- Maintain contact with internal departments and banks to resolve outstanding issues
- Perform ad-hoc duties related to providing support to the Treasury department and/or other special projects as required
- Inputting wire transfers
- Assisting with daily cash position in the Integrity Treasury Management System

Qualifications for analyst, treasury

- 2-4 years work experience in treasury/cash management or financial analysis
- Financial statement modeling experience
- Basic understanding of financial activity
- 2+ years of Cash Management experience
- Monitoring bank balances, as needed
- Assisting in bank administration, including updating signatories, preparing

