



# Example of Analyst, Treasury Job Description

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Our growing company is looking to fill the role of analyst, treasury. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, treasury

- Produce ad hoc analysis for the senior members of the team around capital and balance sheet
- Analyze and report monthly balance sheet, interest income, interest expense and margin results to management, highlighting business trends, outcome drivers and unusual or new transaction impacts
- Daily cash positioning and internal funding
- Process internal cash settlements and third-party wire payments
- Execute short-term investments and redemptions
- Analyze and investigate cash flow trends and variances
- Develop and maintain cash management and investment reports
- Preparation of PBC reporting and SEC support documents
- Prepare global bank account reporting and maintain bank account database
- Administer process for opening and closing bank accounts and updating authorized signors

## Qualifications for analyst, treasury

- Respond to inquiries from business units regarding cash management issues and determine when to escalate
- Assist with preparation of PBC reporting and SEC support documents
- 0-1 year experience in retail, finance or an analytical field
- Highly organized and proactive with acute attention to detail and accuracy

