



# Example of Analyst, Treasury Job Description

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Our company is growing rapidly and is looking to fill the role of analyst, treasury. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, treasury

- Liaise with accounting teams to document routine entries
- Assist with payment and payroll file testing and online banking implementations
- Assist with documentation for online banking platform set ups and online administration if required
- Maintenance of banking documentation including facility letters and mandates
- Systems administrator for Treasury banking platforms
- Maintain relationships with banking partners and other third-party service providers
- Execute daily Treasury activities such as funds concentration and releasing EFTs
- Prepare the daily cash position and update supporting data models
- Conduct detailed bank fee analysis for accuracy and cost savings opportunities
- Maintain import/export data communications in treasury workstation which include journal entries, payments, and bank statements

## Qualifications for analyst, treasury

- Strong knowledge of bank cash management systems, , familiarity with a Treasury Management System
- Understanding of the corporate organization, its business policies and

- Strong Microsoft Office skills including Excel, Word, Outlook, and Internet
- Ability to travel to attend workshops and/or seminars to keep abreast of technical knowledge both related to Cash Management and other Treasury topics
- CTP or CPP preferred but not required