



## Example of Assistant Treasurer Job Description

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Our growing company is searching for experienced candidates for the position of assistant treasurer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for assistant treasurer

- Drive the technology strategy for the Corporate Treasury group and optimize banking structure
- Provide general treasury support relating to M&A transactions and arrange for settlement and conversion of banking arrangements
- Worldwide Cash Management – work with the Tax Department and the Mergers and Acquisition team to identify opportunities to either repatriate excess funds or utilize excess funds effectively for an acquisition
- Credit Facility/Bond Management – Manage compliance reports for credit facility and senior notes, verify interest expense billed, paid and booked by accounting
- Oversee financial risk management, interest rate and FX hedging
- Manage relationships with banks and credit rating agencies
- Develop and recommend capital allocation strategies, including dividends and share repurchases
- Direct the company's foreign exchange risk management programs
- Manage the company's international treasury activities, including inter-company loan transactions, and coordinate with the Tax group on cash repatriation strategies
- Design and document Treasury policies and procedures to meet internal control and Sarbanes-Oxley requirements

### Qualifications for assistant treasurer

- Coordinate with the HR compensation group and the management benefits and compensation committee to direct the company's investments in the defined benefit and defined contribution plans, and to ensure the company meets its fiduciary responsibilities to retirement plan participants
- Lead development of asset/liability studies for defined benefit plans
- Conduct due diligence and prepare funding plans for the company's acquisitions
- Strong computer proficiency, including Microsoft Word, Excel, Outlook, and database systems
- Proven experience in modeling, financial analytics, and/or reporting financial performance