



Example of Assistant Treasurer Job Description

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Our company is growing rapidly and is hiring for an assistant treasurer. 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 assistant treasurer

- Manage, monitor and review treasury, procedures and systems to provide internal controls and enhance efficiencies
- Manage the portfolio of banks, to ensure best execution, and recommend changes when necessary
- Maintain all SOX controls, and self-testing for FX, derivative and debt activity
- Ensure Corporate Treasury's compliance with FASB No
- Communicate with foreign subsidiaries to arrange intercompany loan transactions or intercompany payments
- Monitor and review the monthly reports and analyses performed by the business units on the Accounts Receivable facility
- Work with the Treasurer to maintain global Treasury relationships with all credit facility banks
- Manage relationships with commercial and investment banks, work with executive leadership to assess financial performance and future capital needs, and provide short term to long term financial modelling of the company's financial position
- Lead in providing data of derivative and hedging transactions for periodic reporting (monthly/quarterly) to internal and external parties
- Management of the Risk mgmt

Qualifications for assistant treasurer

- Strong oral and written communication skills with content and context editing and the ability to compose correspondence, proofread and develop / maintain the office filing system
- Experience with FASB 133 and FASB 52 a strong plus
- Proficient with Treasury Management Systems (TMS), Oracle, HFM and Sungard (or similar financial systems) strongly preferred
- Experience successfully leading global Treasury or Finance technology implementations and facilitating or leading process redesign projects preferred
- Level of decision making authority is extensive