

Treasury Analyst

Accounting Department

Summary:

This Treasury Analyst position will focus on firm wide cash management, payment processing and bank reporting.

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Qualifications:

- BA/BS in Accounting, Finance, Economics or related fields.
- Intermediate to Advanced level Microsoft Office Suite, Excel.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
- Outstanding organization skills with attention to detail.
- Demonstrate a commitment to accuracy and thoroughness.
- Prioritize and handles multiple tasks simultaneously and is flexible.
- Experience in Corporate Cash Management, Banking and Payment Processing.
- Thomson Reuters 3E Elite or Accounting systems experience.
- Chrome River experience.

Duties and Responsibilities:

- Firm wide cash and liquidity management including daily cash report, daily foreign exchange reports and frequent review of internal bank account funding requirements and borrowing needs.
- Transaction execution of vendor payments including wires and ACH. Analyst will work closely with AP to ensure on time payment. In addition to the tracking of payments, Analyst will manage any payment issue including outstanding payments, payment returns/rejections and refunds.
- Daily and monthly Financial Institution reporting on balances and transactions.
- Forecasting on a cash basis with guidance from the budget and cash projections to forecast cash balances and borrowing needs.
- Assist with monthly Cash Flow reporting.
- Assist with bank management such as - opening & closing of accounts, maintaining signature file, monitoring bank services, updating letter of credit file.
- Thoroughly analyze cash management data to identify variances and updates needed.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Treasury Manager

Workplace Type: Remote (must be local to D.C. office)

Salary range of \$69,000 - \$97,000.

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