

Treasury Analyst

Location: Redwood City, California US

Requisition Number:156168

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Date Opened:2019-06-12

Electronic Arts Inc. is a leading global interactive entertainment software company. EA delivers games, content and online services for Internet-connected consoles, personal computers, mobile phones and tablets.

PRIMARY RESPONSIBILITIES:

This role will support the Senior Treasury Manager in the global treasury operations and bank connectivity functions. We're looking for a self-starter with a desire to learn and grown in a fast-paced corporate environment. Candidates must be detail oriented and have a demonstrated ability to work both independently and as a global team member. Quality and accuracy of the work product are paramount. The position requires interaction with all levels of staff and management as well as the external banking and investment community. This position will be "hands on" with no direct reports.

- Support day-to-day North America cash operations, including daily cash positioning, wire transfers, and ensuring adequate cash and liquidity is available to meet financial obligations
- Manage North America bank account structure: update bank signatories, maintain Know Your Customer (KYC) and banking resolutions, and administer various ebanking portals and user access requests. Maintain accurate inventory of global bank accounts and signers. Prepare Report of Foreign Bank and Financial Accounts (FBAR) documentation
- Assist in the investment of EA's short-term corporate cash
- Support FX processes, including trade settlement, settlement of inter-company balances, and inter-company funding
- Maintain Cash & Investment Portfolio Sarbanes-Oxley Act (SOX) documentation and ensure ongoing compliance. Assist internal and external auditor walk-throughs and audit reviews
- Work closely with Senior Treasury Manager to manage global projects and initiatives. Design reporting packages related to project status, banking partner Service Level Agreements (SLA), and Key Performance Indicators (KPI) metrics providing detailed visibility into treasury operations and projects
- Utilize excellent communication skills to liaise between Regional Controllers, International Accounting, Tax, A/P, A/R, Payroll, IT and bank service provider
- Perform ad hoc analyses and project scoping as requested

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- 1-3 years related Accounting, Treasury or Finance experience
- Strong analytical, problem-solving and social skills; attention to detail
- Ability to work with remote, global teams
- Inquiring and positive attitude
- Excellent MS Office skills, especially Excel and PowerPoint
- Must be a team player and be able to multi-task well
- Strong communication skills; both verbal and written
- Ideal candidate would be interested in developing all aspects of corporate treasury function as a longer-term career opportunity
- Working knowledge of Oracle 12, Business Objects and Hyperion Enterprise a plus
- Education: BA/BS degree in Business, Accounting or Economics. MBA/CTP is a plus

EA is an equal opportunity employer. All employment decisions are made without regard to race, color, national origin, ancestry, sex, gender, gender identity or expression, sexual orientation, age, genetic information, religion, disability, medical condition, pregnancy, marital status, family status, veteran status, or any other characteristic protected by law. We will also consider for employment qualified applicants with criminal records in accordance with applicable law. EA also makes workplace accommodations for qualified individuals with disabilities as required by applicable law.