

Job Description

Treasury Analyst, Cash Operations - 75296

Description

Note: Not all unique aspects of the job are covered by this job description

The Treasury Analyst reports to the Treasury Manager in the Office of the Treasurer, and plays a key role in supporting the University's daily cash operations. These include daily cash operations activities (daily cash positioning, cash application reconciliation), maintaining bank accounts and bank relationships. In addition to the cash operations activities, this position will work collaboratively to implement automation and leading-edge solutions to provide Treasury support to the University schools and departments, including implementation of a Treasury Management System.

JOB PURPOSE:

Manage the daily cash management operations including cash positioning, internal funds flows and payment transactions, audit support and FBAR reporting. Assist with the foreign exchange hedging program and maintain the banking structure and relationships. Develop, update and maintain analyses, databases, management reports and models and identify, assess and implement business process improvements

CORE DUTIES*:

- Perform and design ad hoc analyses of large complex data sets: reconcile complex accounts. Identify and resolve complex issues which may span multiple areas.
- Conduct analysis and resolution, and recognize exceptions. Participate in developing solutions that may require policy changes or the development of new processes; maintain broader organizational perspective in decision making.
- Execute internal control programs established by management, research new regulations, and recommend and implement approved changes. May manage compliance program for area of responsibility, and create complex compliance reports.
- Develop reports and presentations of complex financial data and metrics for management and third parties.
- Participate as a member of a project team; support new initiatives. Make decisions determining approach to managing and completing processes.
- Contribute to unit and organization strategy; assist in the development of change management plans and materials as needed.
- Develop and maintain desktop procedures and process documentation for the Office of the Treasurer's Cash Operations, including business continuity plans.
- Define requirements, develop and implement complex test cases, perform system testing and analyze results.
- Participate in critical analysis of existing systems and processes, and identify opportunities for process improvement.
- Other duties as assigned

* - Other duties may also be assigned

Qualifications

MINIMUM REQUIREMENTS:

Education & Experience:

Bachelor's degree and four years of relevant experience or combination of education and relevant experience.

Knowledge, Skills and Abilities:

- Advanced proficiency in business applications, such as Microsoft Office suite, especially Excel.
- Demonstrated knowledge of financial systems (preferably Oracle ERP); internet and computer literacy.
- Knowledge of Generally Accepted Accounting Principles (GAAP), and internal control frameworks.
- Strong communication skills, including ability to prepare materials for and clearly and effectively communicate information to internal and external audiences and client groups.
- Demonstrated project management skills and ability to contribute to or lead part of a multi-functional team.

Certifications and Licenses:

Certified Treasury Professional (CTP) Preferred

PHYSICAL REQUIREMENTS*:

- Constantly sitting.
- Frequently perform desk-based computer tasks, use telephone, writing by hand, sort/file paperwork.
- Occasionally stand/walk, lift/carry objects weighing 11-20 pounds.
- Rarely reach/work above shoulder.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

- Routine extended working hours during peak cycles; travel to school/unit sites across university.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Job Finance

Location Business Affairs: Financial Management Services (FMS)

Schedule Full-time

Grade: H