

Stanford University is recruiting a Treasury Analyst to join their team.

The Treasury Analyst works in the Office of the Treasurer. This position plays a key role in supporting the University's daily cash operations, with annual cash flows of \$4 billion. The Office of the Treasurer is part of the Financial Management Services Organization and oversees the University's debt portfolio, cash management, credit card merchant services and other financial services and analysis.

JOB PURPOSE:

Perform complex finance functions and/or activities such as analysis of emerging payment industry technology and products and/or daily cash positioning, requiring advanced knowledge and application of internal policies, external regulations, precedents, and systems. May manage a key area within a finance operation or department/unit such as the Stanford Merchant Services Program. This intermediate level treasury analyst position will be a key advocate for proactively driving implementation of emerging payment and receipt products across the University.

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.
- Construct and assemble data for budgeting and decision making; develop conclusions, and present high level summary of recommendations. May develop annual budget for individual department/unit.
- 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 area of responsibility.
- 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.
- In collaboration with the Compliance Services team, ensure the PCI regulatory program requirements are met timely. Update compliance requirements ahead of regulation change deadlines.

* - Other duties may also be assigned

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; internet and computer literacy.
- Knowledge of Generally Accepted Accounting Principles (GAAP) helpful.
- Certified Treasury Professional (CTP) desired.
- 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:

- None

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.

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.

To be considered for this position, please apply directly on Stanford's career site, requisition #72573:
<https://stanfordcareers.stanford.edu/job-search?jobId=72573>