**Treasury Analyst 1 (entry-level)**

Job Locations - US-NC-Raleigh

**ID** 2020-66711

**Overview**

Under general direction, responsible for the administration of corporate treasury functions including monitoring daily cash position, maintaining banking platforms, executing banking transactions. Assist with other Treasury projects as assigned.

**Responsibilities**

**Accountabilities:**

* Efficient and accurate data entry into accounting systems and banking applications
* Prepares high quality deliverables to internal and external clients in a timely and professional manner
* Provides effective and timely communication with internal and external clients
* Strives to maintain the highest level of data integrity and customer service while seeking ways to improve current processes and procedures
* Meets period and year-end deadlines
* Special projects as assigned by management

**Essential Duties and Responsibilities (including but not limited to):**

* Compile daily cash position report
* Execute wire transfers and ACH transfers
* Execute stop payments
* Research wire returns
* Administer global banking websites
* Maintain current records of global bank accounts and authorized signatories
* Prepare bank documentation as needed for new accounts, closed accounts, add signatories, remove signatories, etc.
* Analyze bank fees
* Process monthly Netting – IC Settlements
* Assist with implementation of global Treasury System
* Assist with weekly cash forecast process
* Assist with treasury projects

**Qualifications**

* Bachelor’s degree in Accounting, Finance or Business Administration
* 0-2 years Treasury experience
* Proficiency in spreadsheet software
* To qualify, applicants must be legally authorized to work in the United States, and should not require, now or in the future, sponsorship for employment visa status.

**PRA is an EEO/AA employer and is committed to providing opportunities to minorities, women, veterans and individuals with disabilities.**

**Options**

**Here is a link to the direct job link:**

<https://uscareers-prahs.icims.com/jobs/66711/financial-analyst-1/job?mode=view>

If questions, please contact:

Harry Grewal, PRA Recruiting - grewalharry@prahs.com or

Michelle Phan, PRA Recruiting - phanmichelle@prahs.com