**CAM 1709004**

**Treasury Analyst**

**Greenwich, CT**

**GENERAL DESCRIPTION:** As a member of the Corporate Treasury Team, the Treasury Analyst will be responsible for corporate credit card administration as well as global cash management. As credit card administrator the person will be responsible for daily oversight and support associated with employee use of corporate credit card. On a daily basis, this person will interact directly with the employee base and with external service providers to ensure compliance to the credit card program. This person will work closely with Accounts Payable Manager and Procurement Manager to drive efficiency and cost savings through analytics, reporting, auditing and training. In addition, the person will be responsible for day-to-day cash management, balance reporting and special projects related to global cash.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
**Corporate credit card administration**

* Manage the global credit card program including ordering new cards, monitoring accounts for usage, delinquency and cancellation of inactive cards
* Monitor credit card limits and issue both permanent and temporary increases to users as needed and in compliance with card policy
* Work with expense management system such as Concur and bank’s credit card web-portal
* Assist users with navigating the bank credit card web-portal
* Create and provide training materials for employee base on card usage
* Work with Payroll, HR and Procurement on end-to-end management of the card program
* Assist in the creation, implementation and maintenance of Corporate card policies and procedures
* Provide monthly audit reports ensuring compliance with Corporate credit card policy

**Cash management & special projects**

* Support day-to-day operations relating to bank account and fund transfers
* Manage the global liquidity forecast and analysis process, including leading process improvements and forecast model changes as transaction changes
* Prepare daily treasury cash activity report
* Complete regular bank account management and control reviews, analyze and monitor bank fees
* Assist regional treasury centers in perform their daily treasury operations such as cash management and fund transfers
* Work on special projects related to cash, repatriation and liquidity

**EDUCATION/EXPERIENCE:**

* Minimum Required Education: Bachelor’s degree in Accounting, Finance or Business;
* Minimum Required Experience: 2+ years of relevant business experience; experience with Concur or a similar Travel & Expense product
* Desirable Education/Experience: Advanced degree in Finance, Accounting, combined 2+ years’ relevant business experience; SAP or Oracle experience.