

POSITION: Treasury Analyst
Requisition Number : 115893
Website: www.seagate.com/jobs

Job description:

The Treasury Analyst will report to the Senior Treasury Analyst located at the corporate headquarters in Cupertino, CA. You will work within the Treasury Department to support the Global Cash Management function as well as to assist other functions within Corporate Treasury. This is an excellent opportunity for you to broaden your knowledge of Treasury and work with various organizations within the company.

Key Responsibilities include:

- Daily cash positioning, daily bank transaction reconciliation and general ledger application.
- Wire transfer setup and processing, funding support and customer service to world wide sites.
- Money Market trading for excess cash balances as needed
- Bank account documentation preparation
- Daily and monthly reporting for Treasury, Accounting and Audit staff
- Processing and payment of all Treasury related invoices
- Evaluate new banking products and services
- Ensure accurate maintenance of bank account, balance, bank/Treasury systems and bank cost information
- Support Standby Letters of Credit and bank guarantee requirements
- SOX testing
- Other Treasury projects and duties as required
- Foreign exchange contract preparation and back office matching

Education / Work Experience:

- Bachelor's degree in Finance or Accounting
- 2-5 years recent international cash management or other Treasury experience a plus

Skills Required:

- Extremely detail oriented with strong organizational skills with the ability to prioritize and work effectively on multiple tasks in a demanding environment.
- Ability to work within and in support of a team environment with minimal supervision
- Proficient in MS Office including Excel and Power Point
- Innovative and proactive problem solving
- Strong written and verbal communication skills
- Proven analytical, critical thinking and decision making skills