

Treasury Analyst: Controllers Group  
Job ID REQ # 97378  
Company Name Controllers Group  
Job Category Accounting/Finance; Accounting/Finance  
Location Santa Clara, CA  
Position Type Full-Time, Contract  
Salary Starting at \$30 per year  
Experience 2-5 Years Experience  
Desired Education Level Bachelor of Science  
Date Posted September 1, 2009

Treasury Analyst  
Position Information

Anticipated Start Date: ASAP  
Location: Santa Clara, CA  
Compensation: \$30.00  
Contact: Lorena@controllersgroup.net

Brief Job Description:

Work closely with Sr. Derivatives Analyst in Treasury to collect, record and maintain companies warrant database. Help maintain Access database of warrant portfolio and make sure monthly entries are entered and booked correctly. Have a decent understanding of not only warrants, but also of legal documents where the warrant information needs to be extracted from. Follow up with teams to make sure all documentation has been received and updated appropriately. Position may also help Treasury's F/X middle office with monthly reconciliation of F/X trades and preparing reports for Sr. Management as well as internal audit. We are looking for someone who is very organized, detail oriented and has the ability to manage multiple tasks/projects. The candidate should also have a strong understanding of MS Access as well as MS Excel.

Requirements:

MS Access, MS Excel, Financial Reporting, Database Management, Interpersonal skills, Treasury Experience, Research, Maintain Filing System

Additional Skills:

Understanding of warrants (i.e. collection, tracking and valuation), familiarity with foreign exchange and middle office processes.

To be considered for this position - Please click the "Apply Now" button - or - send your resume via email to: Lorena@controllersgroup.net

Thank you,  
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