



TREASURY ASSISTANT

Digital Realty Trust (NYSE: DLR), a Real Estate Investment Trust (REIT) headquartered in San Francisco is seeking a highly motivated Treasury Assistant. The ideal candidate will have treasury operations experience in commercial real estate as well as working knowledge of generally accepted accounting principles. The incumbent will work closely with the Director of Cash Management and Treasury Analysts to ensure efficient daily cash and debt management of a global banking structure.

COMPANY PROFILE:

Digital Realty Trust, Inc. owns, acquires, develops, redevelops and manages technology-related real estate. The Company is focused on providing Turn-Key Datacenter(SM) and Powered Base Building(SM) datacenter solutions for domestic and international tenants across a variety of industry verticals ranging from information technology and internet enterprises, to manufacturing and financial services. Digital Realty Trust's 75 properties, excluding one property held as an investment in an unconsolidated joint venture, contain applications and operations critical to the day-to-day operations of technology industry tenants and corporate enterprise datacenter tenants. Comprising approximately 13.0 million rentable square feet, including 1.2 million square feet of space held for redevelopment as of April 30, 2009, Digital Realty Trust's portfolio is located in 27 markets throughout North America and Europe.

PRIMARY RESPONSIBILITIES

- Establish and maintain all treasury files
- Catalog and archive all bank historical data
- Maintain exception processing logs in accordance with cash handling policies
- Maintain Image Onsite software and update with check disbursement and lockbox receipt images
- Review payment template requests and prepare for input into the payment systems
- Maintain account analysis or similar reports and review for accuracy; work with Treasury Analysts to resolve any discrepancies
- Organize and distribute transactional backup in a timely manner and maintain as necessary for audit and compliance
- Maintain departmental calendar so that funding deadlines and critical events are well noted
- Maintain positive working relationships with lenders, servicers, and cash management banks
- Complete special projects as needed
- Provide general administrative support to the Treasury team

QUALIFICATIONS

- Bachelor's degree in finance, accounting or related field required
- 2+ years experience in finance department, treasury operations preferable
- Must be a self-starter, have the desire to learn and the ability to work independently and resolve issues with little direction and oversight
- Must be very motivated, detail oriented and able to perform well in a fast-paced environment
- Team player with strong organizational and time management skills
- Excellent communication skills to interact with all levels of management inside the Company as well as to manage external relationships
- Highly proficient in Microsoft Word and Excel, Access desirable
- Have general knowledge of global corporate cash management products & services and a general understanding of the financial markets

COMPENSATION:

Digital Realty Trust offers competitive salary and bonus opportunity, an excellent benefits package, and an environment that recognizes and rewards your contributions.

Digital Realty Trust is an Equal Opportunity Employer.

CONTACT INFORMATION:

Please forward resume and salary history to: careers@digitalrealtytrust.com. Company information may be viewed at www.digitalrealtytrust.com.