

Position: Senior Treasury Analyst 3

Company: NetApp

About NetApp: www.netapp.com

Great Place to Work Article:

http://www.netapp.com/us/company/news/news_rel_20080122a.html

Job Location: Corporate Headquarters – Sunnyvale, CA

Contact: Penni Mangan, Recruiter at penni@netapp.com



Senior Treasury Analyst Responsibilities Overview:

The person in this position will be responsible for all NetApp Inc. Cash and Investment Management activities. This person will also be responsible for the accounting associated with all Treasury activity worldwide and be fully cross-trained on Global Cash Management processes as well as certain specific processes in the areas of Foreign Exchange and Investments Management.

Essential Functions:

The Treasury Analysts' role has responsibility for managing the company's worldwide cash position.

This position will need to work closely with all Finance departments worldwide, but primarily Corporate Tax, Payroll, and Accounting. Externally, this person will need to work closely with the company's outside Investment Managers as well as several designated broker/dealers. As a result, this person must have an understanding of finance and accounting practices.

The position requires a high level of initiative, responsiveness, accuracy and customer service orientation, as well as knowledge of the corporate organization, its business policies and procedures, tax/legal issues, and accounting. The person should enjoy a changing environment and have a great attitude.

The intention is for this person to evolve into a Super User for the company's Treasury System with currently over 40 users around the world. The ideal person in this role will enjoy process improvement and streamlining the integration between the Treasury System and those systems with which the system interacts (bank, broker, ERP). Work handled requires a high degree of professionalism and tact in dealing with bankers as well as a flexible work schedule.

Requirements and Responsibilities:

1. Manage the company's Domestic U.S. Cash Position. This includes the daily cash management and reconciliation of Treasury concentration bank accounts on behalf of NetApp Inc. Complete daily cash management activities through the use of a Treasury Workstation, minimizing the amount of idle cash in the U.S. while ensuring adequate liquidity to meet all potential operating needs.
2. Manage NetApp Inc. Investment Portfolio ensuring that we adhere to the Corporate Investment Policy.
3. Treasury Accounting. Utilize the Treasury System to generate the accounting export ensuring that all of the Treasury bank account balances around the world are imported properly into the

General Ledger each day.

4. Cross-Train on Global Cash Management and Investment process and the FX Hedging function.
5. Ensure that the month-end close activities are performed in accordance with established Finance policies.
6. Work on other Treasury related projects as needed.

Examples of Duties & Tasks Performed (not limited to):

1. Ensure that all domestic bank account data has been successfully imported into Treasury System each day.
2. Reconcile Treasury Concentration bank accounts each day within the Treasury System. Cross-train and provide backup on the daily cash funding and sweeping activity for all international subsidiary bank accounts.
3. Prepare and Export daily wire transfers within Treasury System in multiple currencies and on behalf of multiple entities.
4. Execute the daily investment/redemption decision in the U.S. based on the daily cash position and decide what short-term vehicle (money market fund / securities) to place the excess cash in.
5. Cross-train and learn processes associated with maintaining the company's Investment Portfolio in the Treasury System (deal creation, reconciliation, reporting).
6. Prepare Treasury cash / foreign exchange / investment accounting entries and reconcile activity between the Treasury System and the GL.
7. Update cash management policies and procedures to reflect current practices.
8. Manage Positive Pay reporting via Oracle ERP (in association with Accounts Payable) on a daily basis to prevent fraud on checks written.
9. Reconcile Controlled Disbursements account within Oracle ERP on a monthly basis. Work with Accounts payable to ensure adherence to the company policy on outstanding checks.
10. Maintain accurate and up to date records of all bank accounts around the world including all pertinent information: Signors, limits, bank contacts, etc.
11. Learn the daily global cash and investment and foreign exchange management processes and act as a backup as needed.
12. Assist Treasury Operations team with activities relating to the corporate banking structure (opening accounts, closing accounts, modifying signatories, etc.).

Education:

This position requires a university degree in finance (or demonstrated equivalent experience), 3-4 years of professional corporate treasury or finance experience. CTP credentials are highly desirable.

The position requires strong personal computer skills. Proficiency in the use of Word for Windows, Excel for Windows, and Internet Explorer a must. Experience with Oracle Financials, Hyperion Reporting and Treasury-specific (Thomson One) software highly desirable.

This person must have effective written and oral communication skills and be able to adapt to a changing environment.

This position requires travel to attend workshops and/or seminars to keep abreast of technical knowledge both related to Cash Management and other Treasury topics.

A flexible work schedule and a fun, positive attitude are essential.

Send your resume to penni@netapp.com