

Treasury Analyst Tufts University

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Posted Jun. 18, 2024, set to expire Dec. 31, 2024

Job Title	Treasury Analyst
Department	Treasury Operations
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/20615?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Treasury Operations is responsible for the University's cash management and forecasting, banking products and relationships, ecommerce, debt management, investment of short-term working capital and other miscellaneous investments, School as Lender program, processing of gifts of securities and special projects.

What You'll Do

The Treasury Analyst will report to the Associate Director, Treasury Services and support the Treasury team with financial analysis; forecasting; cash applications; bank account reconciliation; Salesforce case management; period close activities and special projects. The Analyst will monitor the financial activity in the general ledger cash accounts and work with departments across the University to ensure the timeliness of the cash application. The Analyst is responsible for the timely and accurate journaling of the University's credit card and ecommerce

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activities, resolution of merchant transactional inquiries, activity research and account reconciliation. The Analyst will act as a point person to communicate with external partners and vendors when additional transaction information is needed, or discrepancies need to be resolved.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired through the completion of a Bachelor's degree in management, finance, accounting or related discipline and 3-5 years of work experience
- Strong analytical and decision-making skills
- Ability to work independently as well as in a team environment
- Effective planning and organizational skills (balancing multiple tasks and assignments within specified deadlines including ability to articulate project status to supervisor, team members and customers)
- Strong computer skills, proficiency with Excel, Word and PowerPoint
- Ability to develop and maintain positive working relationships with co-workers, as well as internal and external customers
- Excellent interpersonal and communication skills, both verbal and written

Preferred Qualifications:

- An understanding of merchant services and ecommerce
- Familiarity with bank reporting software for cash management and merchant services providers
- Knowledge of PeopleSoft and Salesforce
- Understanding of basic accounting concepts

Special Work Schedule Requirements:

- While this position is remote, there is a twice monthly requirement to come to campus to complete banking deposits. The employee would be required to come to the Medford, MA campus for this task.



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Pay Range

Minimum \$70,000.00, Midpoint \$87,550.00, Maximum \$105,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact