

Virginia Department of the Treasury
Cash and Banking Analyst #00193
Salary: Commensurate with experience and qualifications

Job Description:

The Virginia Department of the Treasury is dedicated to providing excellent management of the Commonwealth's banking, investing, and financing services, and administration of unclaimed property and insurance programs.

Treasury's Cash Management and Investments Division (CMI) is responsible for the administration of banking and cash management services and investment of state and local public funds. Treasury is currently seeking an accomplished individual to serve as a Cash and Banking Analyst.

The Cash and Banking Analyst is responsible for:

- Managing the Commonwealth concentration bank accounts to include maintaining daily cash position, performing reconciliations, and account adjustments.
- Initiating and/or approving funds transfer via wire and ACH.
- Managing the daily settlement of master custody accounts.
- Daily interaction with agency customers, the CMI team and external banks regarding their daily cash activities and goals
- Maintain files and documentation related to wire and custody transfers.
- Evaluating and reconciling bank service fee payments
- Administering ePay system on behalf of state-wide users (including password resets and account maintenance.
- Assist Treasury stakeholders with various authorizations, approvals and certifications
- Documenting department procedures and processes
- Preparing monthly/quarterly/annual reporting and analysis relating to Cash Management activities.
- Providing Subject Matter expertise to the technology team in the ongoing development and testing of the department's cash management system.
- Supporting the Division by serving as a banking expert and consultant for all state agencies.

Minimum Qualifications:

The selected candidate must possess the following qualifications:

- Demonstrated experience managing concentration bank-accounts including:
 - maintaining daily cash position
 - performing reconciliations and adjustments
 - maintaining documentation
- Knowledge and experience in Banking, Accounting, Finance, and/or Cash management
- Working knowledge of Banking Products and Services
- Demonstrated ability to use problem solving skills and understand financial concepts, including ability to reconcile accounts, solve problems, and document results.
- Proficiency in PC skills including MS Office Products

- Strong, professional communication skills, both oral and written
- Excellent analytical and problem solving skills and the ability to be resourceful.
- Proven ability to pay attention to detail and handle multiple projects under time constraints.
- Ability to work independently and on a team.
- Graduation from an accredited college or university with course work in Finance, Banking, Business, Accounting, Economics, and/or equivalent relevant work experience

Preferred Qualifications:

- Knowledge of the Commonwealth's accounting systems, accounting policies and procedures, and flow of documents.
- Experience in cash forecasting, treasury management, and economics
- Accredited ACH Professional (AAP), Certified Treasury Professional (CTP), or Certified Cash Manager (CCM).

How to Apply:

If you would like to apply for this position, please visit the link below:

<https://virginiajobs.peopleadmin.com/postings/208734>

The Virginia Department of the Treasury is an Equal Opportunity Employer.