

Treasury Analyst

Palo Alto, California

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Job ID R1902996

Business Summary

VMware streamlines the journey for organizations to become digital businesses that deliver better experiences to their customers and empower employees to do their best work. Our software spans compute, cloud, networking and security, and digital workspace.

The mission of VMware Treasury is to ensure proper stewardship over VMware's capital and financial assets as well as manage the financial risks of the enterprise.

Job Role and Responsibility

As a member of VMware's Treasury team, the Treasury Analyst will be responsible for cash management and treasury operations. We're looking for an energetic individual who can leverage their experience to ensure SOX compliance and industry best practice. An essential element of this role is the ability to partner with internal departments and external counterparties to ensure optimal efficiencies and effectiveness.

- Performs daily cash management including cash reconciliation, cash positioning, liquidity management and wire transfers
- Provides support for the confirmation and settlement of foreign exchange trades
- Administer VMware bank accounts which includes opening, closing, updating and tracking of accounts
- Provides integration and operational transition for acquisitions (M&A)
- Manages inquiries and investigations with internal and external parties
- Provides Treasury support for the creation of new legal entities
- Administer Treasury systems including banking portals, Treasury Management System and FX confirmation/settlement system.
- Handles SOX and audit requests
- Reports on cash balances, bank fees and other ad-hoc requests
- Supports other areas such as Foreign Exchange, Investments, Capital Markets as needed

Required Skills

- Bachelor's degree in finance or related field
- Two years of Treasury or relevant experience
- Excellent analytical, problem solving and communication skills
- Accurate and detail oriented with the ability to multitask
- Advanced knowledge of MS Excel and Powerpoint

Preferred Skills

- CTP accreditation
- Experience with Treasury systems – GTreasury, Misys, JP Morgan Access, Citidirect
- Experience setting up new legal entities

VMware is unable to provide sponsorship for this role