
Treasury Clerk Resume

Job Objective

To obtain a Treasury Clerk position that fully utilizes my experience and abilities.

Work Experience:

Treasury Clerk
Nauticus Group, Elkhart, IN
May 2004 – Present

- Managed company cash forecasting goals and initiatives.
- Analyzed and reviewed all available corporate financial information for new and existing credit account customers.
- Prepared analytical reports for management, illustrating potential credit risk exposure of the customers.
- Prepared statutory tax filings for the Pension Plan and the Savings Plan..
- Ensured process improvement and in compliance with standards.

Treasury Clerk
Republic Airways, Elkhart, IN
March 2002– April 2004

- Conducted cost-benefit and financial analysis on cash and treasury operations.
 - Monitored market price of organization's securities; analyzed competitors; and evaluated new business opportunities.
 - Performed risk analysis and modeling; and portfolio investment analysis.
 - Administered audit and accounting related projects.
 - Prepared monthly forecast reports; reconciled statements.
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Summary of Qualifications:

- Huge experience in banking and treasury functionality.
 - Wide knowledge of foreign currency markets, cash management products and techniques, and investment markets.
 - Familiarity with insurance markets and Risk Management Concepts and Financial & Accounting Principles.
 - Ability to handle Hyperion and Treasury Management software.
 - Proficient with Microsoft Office applications.
 - Strong written, verbal communication and analytical skills.
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Education:

Associate Degree in Accounting
Cuyahoga Community College District, Cleveland, OH

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