
Treasury Specialist Resume

Job Objective

To use my skills and abilities to obtain a position within an organization as a Treasury Specialist in my chosen field. Years of education and experience can help better the company as well.

Highlights of Qualifications:

- Huge experience in property and casualty insurance industry
 - Familiarity with basic banking procedures and basic accounting principles
 - Extensive knowledge of basic SOX controls and auditing processes
 - Ability to communicate clearly and effectively
 - Ability to establish and maintain effective working relationships
 - Ability to perform mathematical computations accurately
 - Proficient with PC, Word, Excel & PowerPoint
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Professional Experience:

Treasury Specialist
Accountemps, Tilton, NH
May 2006 – Present

- Analyzed bank accounts and lockboxes, investment of excess cash and draws on lines of credit.
- Supported internal and external related to banking related issues.
- Reviewed discrepancies of bank charges with banking institutions.
- Administered credit card programs – both receipts from customers and corporate purchasing cards.
- Managed petty cash accounts.
- Established daily reports for management.

Treasury Specialist
Kforce Inc., Tilton, NH
March 2003 – April 2006

- Created bank deposits and process credit card transactions maintaining Payment Card Industry (PCI) compliance.
 - Analyzed and carried out check and electronic payments.
 - Analyzed and presented remediation of payment exceptions.
 - Created charts, reports and summaries of key economic and financial results.
 - Ensured debt payments are carried out on time.
 - Recognized exceptions and applied remediation solutions.
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Education:

Bachelor's Degree in Accounting
Cumberland University, Lebanon, TN

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