

## **JOB DESCRIPTION AND FUNCTIONS OF TREASURY ASSOCIATE**

As **Treasury Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

- Organize and prioritize company-wide incoming client payment requests;
- Review client payments;
- Maintain client payment status;
- Correspond with our clients in writing and on the phone;
- Assist with the maintenance, development and implementation of systems and databases related to the Treasury function;
- Collaborate with other departments and global offices within the Company;
- Collaborate and interface with all levels of our organization including our Managing Directors and Partners;

In addition to the above functions, employee may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Associate Director, Director and/or Managing Directors.

### **Job Specifications:**

- Bachelor's degree;
- Proven experience in banking, financing or back office record keeping highly desired;
- Knowledge of bank payment systems preferred;
- Knowledge of an alternative investment industry preferred;
- Required working knowledge of MS Office Excel, Word, PowerPoint and Outlook;
- Strong written and verbal communication skills.