



JAMES CLARK

Junior Treasury Analyst

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PROFESSIONAL SUMMARY

Dedicated financial professional with 2 years of experience in treasury operations, cash management, and financial reporting. Skilled in analyzing cash flow, preparing financial documentation, and ensuring compliance with treasury policies. Committed to leveraging analytical abilities to enhance financial processes and support organizational objectives.

WORK EXPERIENCE

Junior Treasury Analyst

Pineapple Enterprises

📅 Apr / 2024-Ongoing

📍 Santa Monica, CA

- Utilized multiple banking systems to retrieve balance and transaction information for a leading healthcare organization.
- Reconciled cash activities for over 675 accounts, ensuring accurate updates to treasury management systems.
- Analyzed daily cash positions, preparing reports on fund availability and payment schedules for various entities.
- Coordinated borrowings and repayments, managing invoices related to credit agreements and ensuring compliance.
- Reviewed daily general ledger bank files, resolving discrepancies and preparing month-end entries.
- Prepared interest accruals for investments and borrowings, ensuring accuracy in financial records.
- Generated analysis reports for management, focusing on cash flow, debts, and foreign exchange trades.

Staff Benefits Accountant

Silver Lake Enterprises

📅 Apr / 2023-Apr / 2024

📍 Seattle, WA

- Managed the reconciliation and funding of 401(k) and 125 plan withholdings, ensuring accuracy.
- Generated monthly contributions and general ledger files, integrating data from financial systems.
- Resolved discrepancies in employee contributions, enhancing the integrity of payroll processes.
- Collaborated with IT and management to ensure accurate general ledger entries.

EDUCATION

Bachelor of Science in Finance

University of Illinois

📅 Apr / 2022-Apr / 2023

📍 Toronto, ON

Studied financial management, investment analysis, and corporate finance methodologies.

SKILLS

Financial Analysis Software



Liquidity Management



Bank Relationship Management



Financial Software Proficiency



Email And Collaboration Tools



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🗨️ Diplomacy

😊 Enthusiasm

LANGUAGES



English



German



Swahili

ACHIEVEMENTS

🌟 Improved cash reconciliation processes, reducing discrepancies by 20% through meticulous analysis.

🌟 Streamlined financial reporting, enhancing accuracy and timeliness of month-end reports by 15%.