



TEN POST OFFICE SQUARE
14TH FLOOR
BOSTON, MA 02109
P. 617 204 9506

Senior Treasury Analyst

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Synergy, a leading Boston commercial real estate firm, with a managed portfolio of over 8 million square feet, across multiple asset classes, is experiencing exciting growth and is seeking a Senior Treasury Analyst to join our team.

Reporting to the SVP Finance, this individual, in the newly created role, will be responsible for all aspects of the treasury management function. This person will work with the SVP Finance and CFO to design and formalize Synergy's treasury policies and procedures and interact with various internal departments and external banking partners to do so. The Senior Treasury Analyst will be actively involved in a broad range of treasury-related processes and projects for our growing company including monthly cash management, cash flow forecasting, property distributions, and other treasury related operations for both the property accounting and corporate accounting departments.

In addition to competitive salary and benefits, we offer interesting work, a collegial environment, and an excellent opportunity to develop strong skills and grow professionally. Those who have joined us from other firms find direct access to leadership teams very rewarding. Our office is located in the heart of the city with easy access to several MBTA T-stops including South Station, Downtown Crossing, State, and Government Center.

ESSENTIAL JOB FUNCTIONS:

- Work with the property accountants and corporate accountants to manage daily cash balances and bank reporting for a portfolio of 100+ domestic bank accounts
- Execute wire / ACH payments
- Assist in opening, closing, and maintaining bank accounts
- Monitor fees, interest rates and update banking services
- Coordinate the monthly draw and distributions processes with the property accounting and asset management departments
- Analyze property cashflows and setup monthly cash transfers as needed.
- Maintain bank account mapping diagrams for each investment structure
- Monitor bank positive pay and ACH blocker exceptions
- Identify and help design improvements to the company's treasury management process
- Ensure all quarterly property tax payments are made timely
- Maintain confidentiality of information related to banking, corporate accounting, operating companies and other functions as necessary
- Perform other assigned duties and complete ad hoc projects, as required

QUALIFICATIONS AND EXPERIENCE:

- BA/BS degree in finance, economics, accounting or related field
- 3+ years treasury operations experience
- Strong organizational skills and deadline oriented
- Strong analytical and modeling skills
- Working knowledge of Excel
- Prior Yardi experience preferred
- Ability to communicate effectively with superiors, peers and vendors, as well as clients and other related parties
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- Quick study with the willingness to learn new systems and the eagerness to grow with the company
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- A strong positive attitude, demonstrating the professionalism and flexibility needed to attain Company goals

We offer competitive salary and benefits, including medical, dental, life, STD & LTD insurance, 401(k) plan with company match, and free gym membership..

We are currently unable to support sponsorship for work authorization and Visas at this time.

Synergy is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

All vendors must have a signed Synergy Placement Agreement. All unsolicited resumes sent to Synergy will be considered property of Synergy. Synergy will not be held liable to pay a placement fee.

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