



Hyperwallet has an exciting opportunity for a Treasury Manager to join our Vancouver office!

The Treasury Manager contributes to the Company's success by serving as a resource dedicated to timely and accurate fulfillment of tasks that involve Treasury, Payment Operations, and Operational Reconciliation. The Treasury Manager will gain broad exposure to the Company's treasury & payment processing operations and workflows, in particular those relating to cash management, the Company's treasury management system, Kyriba, foreign exchange, exception handling, and reconciliation.

### **Key Responsibilities and Accountabilities**

- Ensure adequate and compliant funding of the Company's FBO accounts used for settlement of its payment operations;
- Manage the Company's platforms' FX exposure;
- Process wholesale FX conversion requests from the Company's corporate clients;
- Communicate internally in order to remain abreast of basic underlying payment processes and timing associated with the new corridors and payment processes being rolled out and/or modified;
- Identify, investigate and resolve all treasury related reconciliation discrepancies;
- Data entry and transaction postings within the Company's platforms and Excel spreadsheet templates;
- Statement retrieval and placement for subsequent import into Kyriba system and/or usage by reconciliation team;
- Configuration, report set-ups and analyses using Kyriba TMS;
- Logging treasury and operational related technical issues and requests for the Company's Jira ticketing system;
- Manage day-to-day requests to and from the Company's financial service providers;
- Liaise with various internal departments such as the Financial Network, Product, Sales and Account Management teams to coordinate operational functionality of new products and clients;
- Work with SVP Operations to maximize interest earned/earnings credits in accordance with the Company's Investment Policy;
- Assist and manage various stages of financial and control audits;
- Assist with treasury and FX process improvement related projects on an ongoing basis;
- Work with SVP Operations on drafting and implementing policies regarding:
  - FX spread management within our platforms;
  - Corporate FX hedging program
  - User limits and approval methods for online banking systems;
  - Customer funding;
  - Cash management (target balances, etc.).
- Sundry duties as assigned by the manager.

### **Qualifications**

- Education: Bachelor Degree in Accounting, Economics, or Business Administration or related field is required. CTP or equivalent is a plus;
- Management experience is a plus;
- Experience: At least 1-year experience as a cash manager; experience with online banking & FX platforms is a must. Experience in treasury or payments services is a definite plus;
- The ability to understand workflow and timelines for payment operational processes and how they relate to what is happening in the bank accounts;
- Strong communication skills - both verbal and written;

- Strong computer skills and proficient in Excel, Word, Outlook, and Access (advanced Excel skills desirable);
- Strong interpersonal skills;
- A demonstrated commitment to high professional ethical standards;
- Ability to function both as a team member and independently;
- Copes well in a rapidly changing environment that will require continuous updates, additions and improvements;
- Required skills: Fluency in English (other languages are a definite plus);
- Ability to self-organize and prioritize daily tasks;
- Ability to liaise politely and promptly with both external and internal parties.
- Demonstrates initiative and a desire to learn new tasks.

Please email your resume to Yvonne Wu at [ywu@hyperwallet](mailto:ywu@hyperwallet)