**About isolved**

isolved is an employee experience leader, providing intuitive, people-first HCM technology. Our solutions are delivered directly or through our partner network to more than five million employees and 145,000 employers — who use them every day to boost performance, increase productivity, and accelerate results while reducing risk. Our HCM platform, isolved People Cloud, seamlessly connects and manages the employee journey across talent management, HR & payroll, workforce management and engagement management functions. No matter the industry, we help high-growth organizations employ, enable and empower their workforce by transforming employee experience for a better today and a better tomorrow. For more information, visit [www.isolvedhcm.com](http://www.isolvedhcm.com).

**Treasury Specialist**

Location: Any

**Job Summary:**

The Treasury Specialist supports the Finance Department in an effort to achieve organizational goals.  This person works closely with the stakeholders to support the payroll service client base.

**Core Job Duties:**

* Execute daily extracts on multiple payroll platforms
* Transmit NACHA files to multiple banks
* Transmit EFT payments as needed for tax payments
* Research and resolve "Employee Returned" transactions
* Perform manual transactions to/from client funded accounts
* Upload Posi pay files to multiple banks
* Approve, edit, or deny suspect items presented for payment
* Answer all client questions in a timely manner
* Maintain accurate records/processing logs for all tasks
* Other projects as assigned by the Director, Treasury Management

**Minimum Qualifications:**

* The position requires a detail oriented, self-starter who has experience with online banking, is PC savvy and has good time management skills
* The position also requires strong organizational and communication skills. Strong customer service skills are essential.
* High level of skill with Excel
* Proficient with a 10 key
* Ability to Multitask
* Able to handle a busy working environment with multiple deadlines

**Education and Experience:**

* At least 1-2 years in a finance role, preferably with online banking and/or experience with processing data from bidirectional files
* A strong product, service and technical background is preferred.
* Software industry experience is desired but not required
* NetSuite experience preferred

*isolved offers competitive total rewards including health & welfare benefits, career development and advancement opportunities, 401k match, annual merit and pay for performance bonus eligibility and a flexible, safe work environment.*

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. isolved is a progressive and open-minded meritocracy. If you are smart and good at what you do, come as you are.*