

TREASURY ANALYST

Digital Realty Trust (NYSE: DLR), a Real Estate Investment Trust (REIT) headquartered in San Francisco is seeking an experienced Treasury Analyst. The ideal candidate will have international cash management and treasury operations experience in commercial real estate as well as good working knowledge of generally accepted accounting principles. The incumbent will work closely with the Director of Cash Management to ensure efficient daily cash and debt management of a global banking structure. Primary responsibilities will include management of the daily cash process, debt servicing, bank account administration, bank relationship management, payments and funding, and reporting and analysis.

COMPANY PROFILE:

Digital Realty Trust, Inc. owns, acquires, repositions and manages technology-related real estate. The company is focused on providing Turn-Key Datacenter™ and Powered Base Building™ datacenter solutions for domestic and international tenants across a variety of industry verticals ranging from information technology and internet enterprises, to manufacturing and financial services. Digital Realty Trust's more than 70 properties contain applications and operations critical to the day-to-day operations of technology industry tenants and corporate enterprise datacenter tenants. Digital Realty Trust's portfolio is located in 26 markets throughout North America and Europe.

PRIMARY FUNCTIONS AND ESSENTIAL RESPONSIBILITIES

Manage daily cash process

- Update domestic and international cash books and determine daily cash position
- Review all cash transactions for accuracy and resolve any discrepancies
- Recommend and initiate as necessary account and wire transfer transactions for concentration of cash, borrowing, investing, wire transfers, etc.
- Monitor and maintain appropriate working capital for individual properties as well as across the entire portfolio
- Provide data support for journal entries relating to cash management activity and work closely with Accounting to resolve any discrepancies
- Compile and distribute cash reports
- Process returned items and distribute backup to appropriate department(s)
- Process miscellaneous deposit items in a timely manner and work with property managers and accounting to reroute misdirected tenant receipts

Debt servicing

- Validate mortgage statements and ensure timely settlement of financial obligations for all properties in the portfolio, including interest, principal and reserve funding
- Manage the mortgage reserve accounts with a goal to reduce and minimize these restricted cash balances as well as associated fees
- Work with lenders to ensure tax and insurance impounds are properly re-analyzed on a regular basis
- Maintain bank and inter-company debt and derivative schedules as well as related interest statements

Bank Accounts, Administration & Relationship Management

- Establish and maintain bank accounts, lockboxes and necessary services
- Develop upon and maintain existing Cash database
- Administer bank software
- Manage international electronic payables templates by working with A/P and Accounting to input and edit approved vendor payment instructions in the system

- Maintain treasury related files and documentation necessary for audit and compliance
- Assist with implementation of treasury workstation and global liquidity solutions
- Update and maintain treasury policies and procedures
- Maintain positive working relationships with lenders, servicers, and cash management banks

Payments

- Ensure corporate interest and dividend obligations are met timely
- Ensure timely funding of corporate payroll obligations in the US and throughout Europe
- Post acquisitions-related purchase deposits by required deadlines
- Maintain corporate credit card usage log and reconcile activity on a monthly basis
- Ensure timely settlement of corporate and travel card charges

Reporting & Analysis

- Perform cost/benefit analysis of cash management services and strategies
- Review account analysis and similar reports for accuracy, resolve any discrepancies and make recommendations for improvement to bank structure or services used
- Prepare and report on quarter-end cash balances for REIT compliance
- Assist with cash forecasting efforts
- Conduct ad hoc analysis and assist with special projects as needed

QUALIFICATIONS

Education/Certification

- Bachelor's degree in finance, accounting or related field required
- CTP credential is highly desirable

Knowledge Required

- Knowledge of global corporate cash management products & services
- Processes of U.S. financial institutions
- Processes of global financial institutions desirable
- General understanding of the financial markets

Experience Required

- 5+ years of relevant work experience, preferably for a multinational public corporation
- Working with treasury workstations and web-based banking systems

Skills / Technical Abilities

- Must be a self-starter and have the ability to work independently and resolve issues with little direction and oversight
- Must be very detail oriented and able to perform well in a fast-paced environment
- Team player with strong organizational and time management skills
- Excellent communication skills to interact with all levels of management inside the Company as well as to manage external relationships
- Advanced level of Microsoft Word, Excel, and Access

COMPENSATION:

Digital Realty Trust offers competitive salary and bonus opportunity, an excellent benefits package, and an environment that recognizes and rewards your contributions.

Digital Realty Trust is an Equal Opportunity Employer.

CONTACT INFORMATION:

Please forward resume and salary history to: careers@digitalrealtytrust.com. Company information may be viewed at www.digitalrealtytrust.com.