



Overview:

Vacancy Reference Number: MSMS 2024-018

Location: Atlanta, GA

Job Description

Business Entity: Mount Street US (Georgia) LLP	Review Date: May 2024
Cost Code/ Business Unit: 24 - CRE Primary Servicing - US	
Division: Servicing & Treasury Operations	Department: US Loan Servicing
Corporate Title: Associate	Functional Title: Associate, Treasury
Ultimate Reporting Line: MaShelle Dean, Director, Treasury	
Responsible For: The cash management and reconciliation functions for a portfolio of US-based commercial real estate loans.	
Explain who will cover the role when current individual is absent from the office: Associate, Treasury	
Purpose (a brief encapsulation of what the jobholder is required to accomplish): Provide high-quality treasury operations support of Mount Street's US platform	
<p>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</p> <ul style="list-style-type: none"> • Cash Management. Complete the daily processing of funds in Company controlled bank accounts with a focus on accuracy; Initiate and release voucher wires in bank software, Maintain voucher templates; Process requests for new vendor set-up; Maintain database of bank accounts; Save completed vouchers in designated repository; Process check deposits. • Reconciliation. Perform daily and monthly bank reconciliations; work with investor reporting to balance cash received against the transactions posted in the servicing system; Review and research out of balances to come to cash agreement; Initiate wires in bank software for remittance to investors. Save completed remittance packages in designated repository. • Banking Administration. Assist with requests for bank balances, statements, wiring instructions, and wire reference numbers; Provide bank fees for payoff quotes. • Projects. Handle special projects as requested. <p>Travel: 0%-15%</p>	

Skills and Competencies (Key skills, competencies and attributes required for success):

- Bachelor's Degree in accounting, finance, or equivalent business work experience;
- 3-5 years Account work experience with strong emphasis on G/L postings, monthly bank account reconciliation, and variance analysis)
- Strong computer skills: Intermediate knowledge of Windows, Microsoft Word, and Outlook; Intermediate-to- Advanced knowledge of Microsoft Excel (e.g., data prep, creating/maintaining tables, writing formulas, creating Pivot Tables, etc.), and ability to learn new systems or other software as implemented
- Knowledge of banking operations, treasury products and services, and/or understanding of cash management banking and analysis;
- Capacity to quickly digest new processes and business situations, and analyze the current environment to determine where process adjustment may be needed;
- Strong professional communication skills, both verbal and written; ability to effectively interact with all levels of the organization from entry-level positions to executive management;
- High-quality interpersonal skills; ability to build effective relationships throughout the organization and to represent the firm with distinction externally;
- Analytical thinker with strong results orientation; excellent decision-making, problem solving and organizational skills with meticulous attention to detail;
- Ability to self-direct activities in pursuit of functional and personal goals yet quickly identify when something needs to be escalated within the organization;
- Willingness to take responsibility for one's own personal development in a dynamic environment; determine the hard and soft skills and abilities needed for success in the role and on a given assignment, then identify and proactively resolve deficiencies;
- Sense of urgency, ability to prioritize short-term actions against long term goals in a fast-paced, ever-changing environment

Essential Approved Persons Examinations (e.g. FSA, CFA):

N/A

Professional Examinations required (e.g. ACCA):

N/A

Other skills required, essential or desired (e.g. languages):

Good English language skills; Experience with specific banking software applications preferred

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.