

# Join Us At MODEC



## About us

MODEC is an Oil & Gas Japanese Company that has been a leading provider of solutions to the floating offshore oil & gas market for more than 50 years. With a fleet of 19 units operated by the company and nearly 50 projects delivered worldwide, we have the mission to produce oil and gas steadily and safely, 24 hours a day, 365 days a year.

Our presence in 15 countries and the integration of our teams around the world give MODEC the opportunity to develop and share a high level of skills. Come join us! #bemodec

## Job description

**Job Title:** Treasury Analyst

**Department Name:** Finance

**Location:** Georgetown, Guyana

**Full / Part Time:** Full time

**Regular / Temporary:** Regular

## Responsibilities

- Manage the full accounts payable cycle, including invoices, expense reports, and tax payments.
- Monitor and manage daily cash position and liquidity needs.
- Prepare payment runs, wire transfers, and bank transactions.
- Handle monthly accounts payable journal entries and balance sheet reconciliations.
- Ensure adherence to accounts payable policies and procedures.
- Process cash receipts and maintain accounts receivable transactions.
- Assist in preparing periodic treasury reports and support cash management strategies.
- Execute foreign exchange transactions and manage currency exposure.
- Ensure compliance with internal controls, company policies, and regulatory requirements.
- Collaborate with departments like Accounting, Tax, and Legal to align financial strategies.

## Requirements

- Bachelor's degree in Finance, Accounting, Economics, or related field
- At least 5 years in accounts payable, treasury, and cash flow
- CTP certification is a plus
- Strong grasp of cash management, financial instruments, and banking operations.
- Proficient in treasury management systems and financial software (e.g., SAP).
- Excellent analytical, problem-solving, and organizational skills
- Proficient in Microsoft Office, especially Excel
- Knowledge of tax legislation is a plus

**Click on the link to apply:** [Treasury Analyst at MODEC Guyana \(careers.hr\)](https://careers.hr)