

Siemens Capital Company, LLC.
Job Description: Bank Relationship Department Intern

Summary

This position will assist the Bank Relations and Treasury Solutions departments comprised of three individuals with their daily responsibilities and work on longer term process improvements for these departments. Bank Relations is focused on pricing of bank services and the centralization of payment and receivable practices for all of the Siemens businesses located in the Americas. Treasury Solutions is responsible for the payment processes in the Americas using the central cash management system.

This position is located in **Iselin, New Jersey**.

Duration: 6 months (minimum) up to 1 year

Recurring Responsibilities:

- Obtaining electronic bank invoices from core banks and compiling monthly reports and analyses.
- Maintaining and updating Siemens Capital's primary banking database to reflect changes in bank services and fees.
- Analyze monthly bank fees and determine whether or not correct charges have been applied.
- Request refunds from banks if applicable
- Compare and confirm accounts that are in the cash pools on a routine basis
- Prepare security assessments of bank accounts
- Running the Balanced Scorecard for operating Companies (number of Bank accounts, Bank fees, Checks, ACHs,..) with the "BRM" (Bank Relationship Manager program)
- Downloading check images from bank and uploading them to Siemens internal website

Project Work

- Investigate and document line item bank fees into a comprehensive report that is indexed by bank service code
- Evaluate (and implement) mechanism to validate monthly interest charges
- Continue development of Intern Processes and Procedures
- Support projects extending the centralized payment volume ensuring central control processes

Miscellaneous

- Communicating with Siemens operating companies in the Americas
- Assisting cash managers as needed, Some clerical work

Skills Required

- Highly motivated to learn new computer systems; Ability to assess a given process and suggest and implement improvements with little supervision
- Intermediate Excel and Access skills highly desirable. Basic knowledge of Outlook, Word, Adobe
- Fluent in English; Spanish or German language skills a plus

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