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# Example of Cash Application Specialist Job Description

Our growing company is looking for a cash application specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash application specialist

* Audit/check and verify daily deposits entered by offshore outsourcing company daily cash balancing
* Interaction with off shore outsourcing staff and rectification of all issues raised
* Assist Offshore personnel in maintaining daily cash reconciliation spreadsheets for each lockbox and resolving cash reconciling items
* Identify processing exceptions that inhibit application efficiencies and recommend solutions
* Utilize available internal and external software and hardware tools to maximize productivity while maintaining transaction integrity
* Cash Application in a timely and accurate manner
* Bank Statement Review
* Direct Debit & Refund Administration
* Liaising with other departments re clearing and reconciliation activities
* Managing Logged & Unapplied Payments

## Qualifications for cash application specialist

* Remittance advice reconciliations for all payments
* Ensure all payments are matched & allocated within agreed timelines
* Continuous process improvements for cash applications
* Meet Cash Application KPI’s
* Cheque management process | start to finish
* Remittance Management