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# Example of Cash Application Specialist Job Description

Our company is growing rapidly and is looking to fill the role of cash application specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cash application specialist

* Coordinates with the staff accountant in identifying cash transactions and problems
* Writes and updates AR-Cash Application procedures
* Receive and deposit Customer payments
* Apply Cash remittances and credits / adjustments
* Produce unapplied/ unidentified Cash Report
* Investigate / Resolve / return overpayments
* Process the daily application of cash receipts for various customers in Oracle AR Receipt and AR Legacy Mainframe application
* Ensure that receipts are applied timely and accurately to each customer’s account
* Monitor the daily cash activity reject report and resolve any items needing attention
* Identify and research any receipts received that are not customer related accounts such as miscellaneous receipts

## Qualifications for cash application specialist

* Ability to work in a fast pace team environment independently
* Daily cash application of payments made to several corporate lockboxes
* Apply receipts daily for all deposited credit card settlements, wires, EFT/ACHs, and manual deposits
* Process recurring credit card and ACH debit batches
* Work to resolve ACH debit and CC declines within 48 hours
* Contact customers and/or banks when payments cannot be identified within 48 hours