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# Example of Cash Applications Specialist Job Description

Our innovative and growing company is looking to fill the role of cash applications specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cash applications specialist

* ACH wires
* Credit card batches and cash deposits
* Process and reconcile postings of cash deposits, credit card, and other Accounts Receivable application spreadsheets
* Review new account set-up and gather new customer information including executed credit applications, personal and company credit reports, create a summary of the customer's payment history, and make a decision about the customer's credit worthiness
* Effectively review existing credit lines, make credit decisions based on policies within credit guidelines, and provide a complete assessment of the customer's credit risk
* Maintain and build positive relationships with Auto Plus's Sales team and other parts of the organization
* Receive daily lock box deposits, code checks, and apply as necessary
* Post daily adjustments
* Receive and apply all wire transfers daily
* Run reports for Celcan

## Qualifications for cash applications specialist

* Ability to speak on the telephone for a large portion of the day
* Well organized and neat with the ability to multi-task
* Experience should include an established proven track record of success in prior positions overseeing the cash applications function including experience with automated cash applications
* Ability to grasp new topics and concepts quickly and transfer knowledge to others on the team when appropriate
* BenefitPoint experience preferred
* Associate's Degree in Business Administration plus but not required