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# Example of Cash Associate Job Description

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

## Responsibilities for cash associate

* Engage and educate stakeholders on funding processes, interactions and impacts.Strict management control of team mailbox responding to queries within internal SLAs
* Work with the Front Office to improve communication, understanding and processes
* Control, monitor, and process all outgoing cash – wires, checks, ACH
* Ensure accuracy and the set-up of scheduled events on the trust account system
* Prepare reconciliations to certify the completion of cash movement
* Coordinate disbursements with the Tax Department, Client Service Team, and other business partners
* Monitors client systems for payment information
* Performs ad hoc analysis and reconciliation as needed
* Identify opportunities to improve processes, define functional requirements for tools, and implement change
* Accountable for a posting payments within a 24 hour period researching unapplied payments for posting, posting all payments by month end with allowable small identified amt in unapplied cash

## Qualifications for cash associate

* Team members may be required to work extended hours during peak times
* A minimum of 1 year related experience in a Bank or Financial Institution required
* Experience with check transactions, check payments, and account reconciliation strongly preferred (ARP Positive Pay and Cash Management Products)
* Knowledge of banking applications a plus (ARP, SMS, ASD, OTG, Evision, Impacs)
* Undergraduate finance degree preferred or banking/business equivalent combination of training and experience
* Vanguard experience and strong working knowledge of Vanguard systems preferred