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# Example of Cash Associate Job Description

Our innovative and growing company is looking to fill the role of cash associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash associate

* Maintenance of systems to ensure maximum auto-application of checks
* Creating and maintaining a forward balance excel spreadsheet which tracks the reconciled accounts with payer acknowledgment of credit balances of offsets discovered through the forward balance/zero remit process
* Research incomplete instructions for necessary clarification
* Partner with the Buyer to formulate and profitably execute the development, selection, procurement
* Resolve cash research requests including the reversal and reapplication of cash transactions
* Complete return item reversals
* Forward service released items and returns to borrowers, including issuing checks and wires to borrowers and third parties
* Process Term Modification, complete various cash research CITs, assist with audits and special projects
* Communicate with our bank, prior servicers, internal departments, and other companies to resolve outstanding cash research issues
* Complete daily balancing

## Qualifications for cash associate

* Demonstrated desire to learn new things and grow professionally
* Experience in Cash allocation to customer invoices based on bank statements
* Experience in Write off / Match off based on the client information
* Has a good experience of handling different currency postings
* Has a strong knowledge of handling different currency postings
* Timely and accurately research and apply customer payments