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# Example of Cash Controller Job Description

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

## Responsibilities for cash controller

* Develop and maintain comprehensive cash technical training for GEHC in partnership with Controllership and other cross functional teams
* Receipting and processing of EFT payments in Navision
* Perform weekly and monthly bank reconciliations
* Ensure unallocated receipts are traced and cleared on a daily basis
* Load debit orders on bank on instruction of sponsor
* Any ad hoc duties as may be assigned by the line manager from time to time
* Setting customer credit limits and monitoring orders and overdues
* Analyze overdues and define interventions
* Accuracy and completeness of customer debtors and rebates on Balance Sheet – performing continuous deal tracking in line with customer agreements
* Oversee the operational effectiveness of O2C controls (price controls, rebate controls, credit notes, authorizations/governance)

## Qualifications for cash controller

* Experience to work in a fast paced, repetitive and secure environment
* 2 - 5 years’ vault experience in a cash operations environment is preferred
* Required to regularly lift and or move up to 20 kg’s with assistance
* Must be able to push, pull and maneuver containers and / or wheel cash/coin trolleys weighing up to 40 kg’s or more
* Ability to deal compliantly with complex operational issues in a ‘hands-on’ way
* Flexibility in terms of working hours will be required 24/7, including weekends and public holidays