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# Example of Cash Management Associate Job Description

Our growing company is looking to fill the role of cash management associate. 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 management associate

* Apply payments and perform reconciliation of balances against customer accounts
* Manage lock box cash receipts
* Follow up on cancelled checks and post cash and wires received
* Enter approved credits and write offs
* Document short pay for credit department
* Obtain various remittance advices from customers via websites / EDI / email / bank
* Create daily cash sale deposits, manual deposits and apply customer payments to the appropriate accounts
* Apply payments to outstanding accounts receivable
* Retrieve, review and import lockbox files
* Monitor NSF (Non-Sufficient Funds) checks

## Qualifications for cash management associate

* Travel to meet clients
* Motivated to achieve sales results and deliver strong contribution to profit
* You will be responsible for designing and developing greenfield solutions developing enhancement of existing components
* In addition you will get the opportunity to liaise directly with end users through the development and testing phases, show casing your work in the end of sprint demos
* Exposure within an institution that has dealings with branches/affiliates outside of Hong Kong would be preferable
* Exposure to Corporate Actions Cash Management would be highly desirable