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# Example of Cash Office Job Description

Our company is looking to fill the role of cash office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for cash office

* General office support including ordering stationary, general office supplies
* Franking of post and sending it end of day
* Assisting SM& DSM with any requirements, reports
* Assisting with general day to day office activities
* Prepares bank deposits of cash receipts and makes change funds for cash registers
* Cashes payroll checks, personal checks, government checks, travelers checks, money orders, , assuring that proper identification is provided
* Receives, counts and verifies monies received with daily cash reports for accuracy
* Maintains current list of bad checks by name, social security number, rank, and branch of service, as necessary
* Researching and resolving escalated CAD and USD failed settlements with prime brokers/custodians
* Supporting Cash Equities Desk with all necessary parts of trade flows

## Qualifications for cash office

* Needs to be comfortable in ‘dealing with the numbers’ - able to extract strategic themes and trends, compare and convert figures across the group and use high-level figures to make decisions
* This role / department is governed by Authority Rules & Regulations and the contract Key Performance Indicators
* Retail and/or banking experience, preferred
* Relevant Team Leader experience in a similar role
* Support of annual FINOP and financial audit
* Strong knowledge of IIROC rules and regulations