



# Example of Cash Application Analyst Job Description

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Our company is growing rapidly and is hiring for a cash application analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash application analyst

- Cash Applications - Daily processing and application of customer payments including cash, wires, ACH and credit card payments
- Prepares detailed, accurate and organized, accounts receivable reconciliations for customer requests internal requests
- Update and maintain customers' unique reference numbers for accounts that are not invoiced capturing appropriate references for payments applied
- 50% Perform and document cash account reconciliations posting journal entries on a monthly basis
- Manage users' requests and incidents flows by gathering the information from the different communication channels (trading floor live interaction
- Monitors systems by using different trading screens
- Leads investigations and troubleshoot to resolve problems independently
- Seeks feedback on escalated problems in order to follow them up and update the end users
- Within the Agile DevOps / feature team model, work closely with multi-functional team member and Design, co-ordinate, install and maintain in-house, vendor applications solutions and exchange gateways
- Manage and co-ordinate with vendor related issues and software deliveries

## Qualifications for cash application analyst

- Bachelor's Degree or higher OR High School Diploma/GED with 4+ years of Cash Application experience
- Intermediate experience in Microsoft Office Suite (such as Word, Outlook,

- 7 years of related experience or through 11 years of Systems Development and / or Applications Support which includes experience in Analysis, Design, Programming, Product Selection, Support and / or Maintenance
- Proven team lead experience and the ability to manage people is a requirement
- Previous work experience in similar area