



Example of Cash Associate Job Description

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Our company is growing rapidly and is hiring for a cash associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for cash associate

- Main point of contact for custodians, traders, portfolio managers and other business line contacts for all portfolio inquiries including (but not limited to) daily cash balance and flow information, holdings, analytics, transactions, allocations
- Troubleshooting for the business – items such as overdraft research, erroneous data such as transactions or prices, transaction inquiries, routing or executing ad-hoc client requests
- Responsible for resolving escalations, and the escalation of operational, regulatory and other risks to the COO and Organisation Leadership functions
- Responsible for directing the timely, complete and accurate processing of transactions across MT Payments, Cheque, GIRO and Cash processes (including performing all relevant controls) and the implementation of initiatives to ensure continuous process improvement
- Managing small team with in Cash Operations Hong Kong
- Scan and store debit note/trade invoices provided by the Customers
- Direct trade invoices to the right approver in the Local Market (depending on the market)
- Manage the Overpayment process
- Manage the end-to-end rebates process recharge (transport) procedures
- Conduct trend analysis to drive continuous improvement related to deduction processes and systems

Qualifications for cash associate

- Provide direction and assistance to global team in resolving issues to meet deduction metrics
- Go above and beyond"
- Minimum 5 years of high volume data entry experience in Cash Applications or related area with a GL impact
- Familiarity with sales and use tax regulations is desirable
- Experience with Wide Area Work Flow and internet billing submissions is desirable