



Example of Cash Associate Job Description

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Our growing company is looking for a cash associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for cash associate

- Engage and educate stakeholders on funding processes, interactions and impacts. Strict management control of team mailbox responding to queries within internal SLAs
- Work with the Front Office to improve communication, understanding and processes
- Control, monitor, and process all outgoing cash – wires, checks, ACH
- Ensure accuracy and the set-up of scheduled events on the trust account system
- Prepare reconciliations to certify the completion of cash movement
- Coordinate disbursements with the Tax Department, Client Service Team, and other business partners
- Monitors client systems for payment information
- Performs ad hoc analysis and reconciliation as needed
- Identify opportunities to improve processes, define functional requirements for tools, and implement change
- Accountable for a posting payments within a 24 hour period researching unapplied payments for posting, posting all payments by month end with allowable small identified amt in unapplied cash

Qualifications for cash associate

- Team members may be required to work extended hours during peak times
- A minimum of 1 year related experience in a Bank or Financial Institution required

Products)

- Knowledge of banking applications a plus (ARP, SMS, ASD, OTG, Evision, Impacs)
- Undergraduate finance degree preferred or banking/business equivalent combination of training and experience
- Vanguard experience and strong working knowledge of Vanguard systems preferred