



# Example of Cash Associate Job Description

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Our innovative and growing company is looking to fill the role of cash associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash associate

- Maintenance of systems to ensure maximum auto-application of checks
- Creating and maintaining a forward balance excel spreadsheet which tracks the reconciled accounts with payer acknowledgment of credit balances of offsets discovered through the forward balance/zero remit process
- Research incomplete instructions for necessary clarification
- Partner with the Buyer to formulate and profitably execute the development, selection, procurement
- Resolve cash research requests including the reversal and reapplication of cash transactions
- Complete return item reversals
- Forward service released items and returns to borrowers, including issuing checks and wires to borrowers and third parties
- Process Term Modification, complete various cash research CITs, assist with audits and special projects
- Communicate with our bank, prior servicers, internal departments, and other companies to resolve outstanding cash research issues
- Complete daily balancing

## Qualifications for cash associate

- Demonstrated desire to learn new things and grow professionally
- Experience in Cash allocation to customer invoices based on bank statements
- Experience in Write off / Match off based on the client information

- Timely and accurately research and apply customer payments