



Example of Cash Office Job Description

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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

- Strong knowledge of IIROC rules and regulations