



# Example of Cash Office Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of cash office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cash office

- Assist in the preparation of the bi-weekly cash flow forecasting meeting PowerPoint deck
- Assist with the preparation of the monthly Actual free cash flow statement
- Prepare monthly free cash flow financial package for CMO leadership, including metrics and TWC comparisons to Plan, Forecasts, and Prior Years to identify potential risks and opportunities for improvement
- Prepare, validate and distribute monthly scorecard and scorecard trend analysis
- Assist in calculation of free cash flow targets by business unit for Plan and Forecasts
- Help develop and maintain the CMO SharePoint site
- Proactively identify and drive process enhancements within the CMO and across JCI to improve accuracy and efficiency of monthly, quarterly, and annual projects / tasks
- Perform other duties and complete ad hoc projects and tasks as assigned
- Coach and Mentor new staff, perform evaluations, and monthly one on ones
- Conducts regular reviews of the Cash and Credit Balance cycle to ensure accuracy and timeliness

## Qualifications for cash office

- CSC, CPH and/or PDO an asset
- Bring a naturally positive approach

- Hands on manager, able to lead, inspire and motivate your team on a daily basis
- Previous response management and cash processing experience