



Example of Cash Office Job Description

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

Responsibilities for cash office

- In charge of all Cash Office responsibilities, you will coordinate the Cash Office team and senior cashiers to ensure that all tasks are delivered punctually and accurately
- Prepare daily deposits for the bank and verify the previous day's bank activities
- Perform hourly pick-ups and readings for our Front Ends to monitor sales and revenue
- Balance and maintain money, verify that financials are accounted for and the store's assets are protected
- Prepare tills (registers), monitor payroll accuracy, help solve financial inconsistencies and check for discrepancies
- The key function of the Associate is to input transaction on a daily basis with high level of accuracy
- Understanding and adhering to respective cutoff times within various applications and activities within the team
- Investigate and clear Reconciliation breaks on a daily basis and escalate breaks to Validator wherever necessary
- Should perform EOD / BOD activities
- Should work towards achieving the agreed KPI for the team

Qualifications for cash office

- Ability to willingly accept responsibility and/or share responsibility
- Ability to set priorities and use good judgment for self

- Policies & Procedures - demonstrate knowledge and understanding of organizational policies, procedures and systems
- Time management and organization - perform work under tight guidelines, must be detail oriented and well organized