



# Example of Cash Room Job Description

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Our company is looking for a cash room. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for cash room

- Prepare cash disbursements for shipment to branches and customer locations, sort, count and package disbursements in prescribed denominations
- Transfer cash allotments to and from bank vault in accordance with established procedures, requiring incumbent to physically handle packages
- Balance, reconcile and record all incoming and outgoing transactions in departmental systems in accordance with internal policies and customer requirements, perform daily aggregate reconciliation as required
- Responsible for the management of the Cash Room Department
- Balancing all General Ledger accounts for the Cash Room and all offsite ATM cost centers
- Responsible for maintaining and enhancing corporate customer relationships
- Contacts service personnel for repair of coin and currency counting equipment
- Receives cash from each department, reconciles and completes necessary reports
- Ensures proper cash handling procedures are followed by all personnel working
- Ensures an accurate accounting of all transactions, collections and disbursements

## Qualifications for cash room

- One year cash handling experience preferred and a strong attention to detail required
- Valid driver's license and a clean credit and driving record also required
- Strong math skills and advanced Excel spreadsheet knowledge
- Some weekends and holidays required
- Requires competent data entry, math, typing and calculator skills