



Example of Cash Room Job Description

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Our growing company is searching for experienced candidates for the position of cash room. 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 room

- Identify gaps in proper cash handling procedures and report findings to leadership
- Manage daily bank pick up and drop off at central vault location
- Assist in performing cash handling training for all outlets at the start of the winter season and perform individualized training in the vault for cashiers, as necessary
- If applicable, perform audits of seasonal house banks twice per season and assure that location managers are adhering to proper cash handling/storage SOPs
- Assist outlet managers in performing random cash drawer audits and/or perform them when requested
- Assist to monitor, communicate with, and schedule armored car services
- Provide monthly reporting on cash activities to Regional Audit Supervisor
- Manage Cash Room Vault employees, where applicable
- Manage the daily bank pick up and drop off at central vault location
- Perform cash handling training for all outlets at the start of the winter season and perform individualized training in the vault for cashiers, as necessary

Qualifications for cash room

- Constant sitting, standing, lifting, climbing stairs and repetitive motions
- Experience in counting & settlement of revenue and assets (related experience does not include a retail cashier)

- Verify on the system if trucks are at correct locations before codes are issued
- Monitor any tempering with monitoring devices on the system
- Monitor speeding of trucks - exceeding the speed limit by 15 km/h must be reported