

**JOB TITLE:** Cash Management Specialist

**DEPARTMENT:** Treasury & Risk Management

**DIVISION:** Financial Services

**FLSA:** Exempt

**DATE OF REVISION:** 10/25/2017

**1. PRIMARY FUNCTION**

Handles day to day cash management including reviewing, booking and reporting on all cash activity.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)**

- Download all bank activity and review for fraud daily
- In Great Plains, book all cash activity daily, including clearing checks and deposits, and recording deposits, incoming wires and bank adjustments
- Create and reconcile daily cash report
- Alert project coordinators and accountants when draws fund, post project billing and prepare hard cost wire, and prepare draw check run
- Process wires including preparing wire remittance, and entering or releasing via secure banking websites
- Assist Director of Treasury with weekly check run procedures
- Assist with bank reconciliations

**3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)**

- Perform other duties or special projects as requested
- Maintain database of checking accounts
- Perform basic administrative duties such as filing, typing, faxing, and making copies
- Research bank errors, wire transfer, aging checks, and other transactions as needed

**4. KNOWLEDGE AND EXPERIENCE REQUIRED**

**A. EDUCATION:**

- Bachelor's Degree, Accounting, Finance or Business preferred

**B. LICENSES OR CERTIFICATIONS REQUIRED:**

None

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

C. RELATED WORK EXPERIENCE: []

[ ] None

[ ] 4 - 6 years

[ ] 6 months to 1 year

[ ] 7 - 9 years

[] 1 - 3 years

[ ] 10 or more years

**Describe the nature of the prior experience** (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Required minimum of 1 year working in an office environment in a cash management position, or 3 years' experience in an accounting or general office administrative position with some exposure to AP and Treasury functions.
- Person must be a computer literate. They must know how to utilize spreadsheets, work processing and accounting systems.

## D. OTHER CONSIDERATIONS (communications, interpersonal skills, etc.):

- Position deals with various levels of personnel both internally and externally. Consequently, they must be able to communicate effectively and professionally.

**APPROVALS:**\_\_\_\_\_  
TEAM LEADER\_\_\_\_\_  
DATE\_\_\_\_\_  
HUMAN RESOURCES\_\_\_\_\_  
DATE

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