



## Cash Receipt Manager

### Job Scope

The Cash Receipts Manager will oversee the receipt, application, and reconciliation of various forms of payments, ensuring timely and accurate processing. This role involves managing a team, improving processes, maintaining compliance, and collaborating with various departments to ensure seamless operations.

### Responsibilities

- Daily Tasks:

Review and process all incoming cash receipts.  
Apply payments to customer accounts in the accounting system.  
Reconcile daily cash receipts with bank statements.  
Address any discrepancies in cash receipts and applications.

#### Weekly Tasks:

Prepare weekly cash receipt reports for management.  
Conduct team meetings to review performance and address issues.  
Update cash handling procedures as needed.

#### Monthly Tasks:

Perform month-end bank reconciliations.  
Prepare and analyze monthly cash flow reports.  
Reconcile unapplied cash receipts and resolve any outstanding items.  
Conduct monthly performance evaluations for the cash receipts team.

#### Ongoing Tasks:

Monitor and manage unapplied cash balances.  
Implement process improvements and best practices.  
Maintain compliance with financial policies and regulations.  
Provide training and development for team members.  
Manage and resolve customer payment inquiries and disputes.

#### Ad-hoc Tasks:

Assist in internal and external audits.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Develop and implement new cash management strategies.  
Coordinate with IT for system upgrades and enhancements.

#### Requirements

- Bachelor's degree in finance, accounting, or a related field.  
Proven experience in cash management or accounts receivable.  
Strong analytical and problem-solving skills.  
Excellent leadership and team management abilities.  
Proficiency in accounting software and financial systems.  
Strong communication and interpersonal skills.  
Attention to detail and commitment to accuracy.  
Knowledge of internal controls and compliance regulations.

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