



Job Specification

Job Title: Cash Manager
BCAT Code: 430X AG
Pay Grade: G18

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides daily banking duties and reconciliations. These duties include monitoring and advising on daily cash balances, investments, and account analysis.

Examples of Duties

- Responsible for bank duties such as stop payments, wire transfers, maintaining voided check files, account reconciliations, and handling pay exceptions.
- Preparing bank journal entries.
- Reconciling debit and credit accounts.
- Conducts account analysis.
- Monitor daily cash balances.
- Trains and supervises staff.
- Writes reports, assists in cash management policy development, and serving as a liaison between the department and financial institutions.
- Performs other cash management duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of cash management principles.
- Knowledge of local, university, state, and federal cash management policies and procedures.
- Knowledge of standard accounting procedures and practices.
- Knowledge of accounting information systems.
- Effective oral and verbal communication with external and internal customers.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.