

Cash Manager – Job Description Summary

Works under supervision, and in accordance with existing procedures and systems, provides a variety of customer service functions involving the receipting and or disbursing of funds (i.e. checks, money orders, travelers checks). Work involves constant and direct dealing with customers and potential customers, and requires the ability to accurately record information and communicate effectively.

Qualifications include a thorough knowledge of all types of account ownership, account classifications, as well as a broad knowledge of services and products. This high contact person requires an ability to communicate effectively and to represent the organization in a positive and professional manner.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment