



Position Description

Title: Cash Applications Specialist		
FLSA Class: Non-Exempt	EEO Category: Administrative Workers	WC Class: 8861
Job Title #: 020009	Salary Grade:	
Date Approved: 2/20/2017	Purchasing Approval Level: 0	
Revision Date:	Job Class: Non-Program	
Revision		

Purpose of Position

The Cash Applications Specialist is responsible for receiving all cash receipts and preparing the daily deposit, posting and applying payments to the appropriate accounts receivable or revenue accounts, coordinating the posting of contributions from Raiser's Edge to Financial Edge, and serves as the back-up for mail distribution. This position reports to the Director of Finance.

Major Duties (*Essential Element)

- Receives all daily cash receipts, assigns monies to the proper accounts, and creates the daily deposit.
- Compiles daily summary of donor information, prepares all documentation including data entry for gift information, and coordinates posting of gifts into Raisers Edge with the St. Louis Development office.
- Assists with mail distribution.
- All other duties as assigned by the Director of Finance/CFO.

Working Conditions

Office environment. Working environment generally favorable. Lighting and temperature adequate and there are no hazardous or unpleasant conditions caused by noise, dust etc.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal

computer for a reasonable length of time typing and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Ability to work in a fast-paced, high volume environment. Must be proficient in Word, Excel, Powerpoint and email applications.

Required Education and Experience

- High School diploma with emphasis on bookkeeping, accounting or equivalent education.
- Minimum of six months experience in general office work and bookkeeping.
- Experience operating computers and calculators.
- Attention to detail
- Possess a current, valid driver's license and meet the agencies requirements for automobile insurance.

Preferred Education and Experience

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____