

# CASH ANALYST RESUME

## Job Objective:

Obtain a Cash Analyst position in a well established firm that offers opportunities for professional growth.

## Highlights of Qualifications:

- General knowledge of basic banking and cash management practices
- Familiarity with banking terminology, functional practices, and US banking system
- Extensive Knowledge of accounting principles, balancing batches and clearing up bank reconciliations
- Intermediate ability to build and maintain mutually valuable business relationships with colleagues and clients
- Ability to handle multiple demands on an on-going basis while maintaining flexibility
- Ability to prioritize work, solve problems and organize own time with minimal supervision
- Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)

## Professional Experience:

Cash Analyst, August 2005 – Present  
Almost family, Buffalo, NY

- Consistently applied adjustments to the A/R system.
- Provided timely correspondence to the facilities in the form of telephone calls, faxing and mailing of remittance information.
- Verified prior days cash receipts to unapplied cash reports.
- Proficiently applied payments from third party payment sources.
- Constantly contacted facilities regarding cash receipts and payment adjustment errors.
- Processed payment adjustments for NSF checks and payments.
- Proficiently processed transfer due to and due from Extendicare.
- Performed Consolidation and entering wires in the Treasury workstation with a proper degree of timeliness and accuracy.
- Prepared, input, review, initiate, approve, release, trouble shoot, and report wire transfer activity.
- Performed mission critical related tasks during Business Resumption events.
- Prepared wire activity reports and analysis in an effort to optimize wire activity.

## Education:

High School Diploma, Monroe High School, Albany, GA

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