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# CASH ANALYST RESUME

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## Job Objective:

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

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## Highlights of Qualifications:

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- 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)
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## Professional Experience:

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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 Extencicare.
  - 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.
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## Education:

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High School Diploma, Monroe High School, Albany, GA

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