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## Cash Application Specialist Resume

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### Job Objective

Seeking position that utilizes my training as an accomplished Cash Application Specialist.

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### Summary of Qualifications:

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- Remarkable handling cash application in a business environment
  - Proficient with GetPaid software, Oracle, Microsoft Office products, including Excel, Word, and Outlook
  - Good understanding of the overall process of cash applications
  - Familiarity with basic accounting principles, SAP cash applications, 10 key numerical pad
  - Good knowledge of applying credits and debits, returns and wire transfers
  - Sound ability to meet deadlines and set priorities
  - Ability to multi-task within a dynamic team environment
  - Excellent communication skills, both written and verbal
  - Good organizational and intrapersonal skills
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### Work Experience:

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Cash Application Specialist, May 2006 – Present  
TMP Worldwide Advertising & Communications, Madison, WI

- Administered all incoming monies.
- Reconciled credit card reports with incoming bank data.
- Helped collectors to resolve cash application issues.
- Maintained a system to locate previous payments.
- Improved processes and created efficiencies.
- Ensured that all cash receipts are recorded accurately on daily basis.

Cash Application Specialist, March 2003 – April 2006  
Questex Media Group, Madison, WI

- Processed multiple bank account receipts from lock box, wires, and ACH.
  - Maintained communications between billing department and sales.
  - Recorded & balanced all cash transactions.
  - Handled calls and concerns from internal and external customers.
  - Resolved payment reconciliations and other AR accounting issues.
  - Processed adjustments, refunds & monthly write offs.
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### Education:

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Bachelor's Degree in Finance, Andrew Jackson University, Birmingham, AL

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