
Cash Processor Resume

Job Objective

Seeking a Cash Processor position using my years of experience and training.

Highlights of Qualifications:

- Wide experience in bankruptcy, loan servicing, lockbox operations and cash handling
 - Operational knowledge of mortgage industry operations, terminology and technology practices
 - Profound knowledge of cash related financial and management accounting
 - Familiarity about cash balancing procedures and policies
 - Solid understanding of cash safety rules and processes
 - Ability to showcase wise judgment for company assets protection
 - Ability to calculate discounts, interest, commissions, proportions, and percentages
 - Ability to study and comprehend company documents namely policy manuals, procedures manuals, safety rules and maintenance instructions
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Professional Experience:

Cash Processor
HomeStreet Bank, El Monte, CA
August 2007 – Present

- Obtained and processed every negotiable item for loan payoff and payments in adherence with established policies and procedures.
- Performed regular tasks of printing company checks, reported reconciled checks and dispatched checks.
- Updated department reports, statistical details and logs following applicable procedures.
- Completed routine day closure process and assured preserving security of loan and negotiable items.
- Maintain logs, balance checks and statistical information up to date.
- Performed post payments in adherence with department rules and regulation utilizing Tran Codes.
- Ensured to perform activities within given time deadlines namely balance transactions, bank deposits and consolidations.

Cash Processor
EverBank, El Monte, CA
May 2004 – July 2007

- Monitored performance and work of offshore Default Cash team performance.
 - Controlled and provided assistance to department team to follow laid down company standards and procedures.
 - Provided feedback on quality and quantity related issues to management.
 - Performed as mentor for resolving existing and new problems.
 - Recommended changes for new process improvements and general help for business partner operations.
 - Provided assistance for formulating, execution and enforcement of applicable rules and regulations.
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Education:

Associate Degree in Accounting
Central Virginia Community College, Lynchburg, VA

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