

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Cash Management Specialist**

**I. JOB INFORMATION**

**Job Title:** Cash Management Specialist (CS 05)

**Job Class:** 12118                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction performs daily cash management duties that include reconciling University bank accounts and monitoring monthly investment activity.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Reconciles university bank accounts to the financial accounting system. Analyzes each bank statement for accuracy and resolves any accounting errors. Completes reconciliations on a spreadsheet and balances to the accounting system.
- Assists in monitoring investment activities and prepares investment reports. Assists with accounting entries, tracks investment purchases and sales from investment reports. Calculates monthly investment income and makes entries to records.
- Makes short term investment decisions with excess working capital in the absence of the Treasury and Tax Compliance Manager.
- Provides secondary approval on wire transfer of funds for non-repetitive wires and wires that exceed limits.
- Administers Automated Clearing House (ACH) program to pay refunds through direct deposit (e.g., enters, posts, counts, makes deposits, trains and performs all aspects pertaining to database manipulations).
- Reconciles monthly loan servicer reports to federal and institutional loan funds. Insures entries are posted accurately, confirms payments are correctly applied to borrower's account and reconciles payments collected to bank account.
- Compiles data necessary to calculate monthly sales tax returns (e.g. tracks total sales and tax collected, completes sales tax return and initiates general ledger entries) and assists in the production and distribution of Forms 1042-S.
- Assists manager in developing tax compliance policies and procedures. Reviews and transfers information from department system and the Student Information System to a database.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year of (FT) related work experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

12110

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*