

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

**I. Position Information**

**Classification Title:** Cash Management Specialist

**FLSA Status:** Non-Exempt

**Classification Number:** 12118

**Level:** CS 17

**II. Job Purpose**

Under the general direction of the Assistant Controller, Treasury, the Cash Management Specialist performs daily cash management duties, prepares reconciliations for multiple bank and loan accounts, administers ACH and wire programs, and supports investment and tax compliance activities. This position contributes to the development of policies and procedures related to cash management and ensures accuracy, security, and compliance of university financial operations. The position also plays a critical role in safeguarding the university against banking fraud by ensuring strong internal controls, monitoring transactions, and promptly addressing irregularities.

**III. Essential Functions (Essential functions are the duties and responsibilities of the job that involve the fundamental nature of the job, occupy a large proportion of the employee's time or required specialized expertise. Other duties not listed as essential functions may be assigned).**

- Complete monthly reconciliations for 13 university bank accounts.
- Research discrepancies, prepare correcting entries, and ensure accuracy of financial data.
- Support annual financial statement schedules and reports for unclaimed funds, loan funds, and clearing accounts.
- Reconcile federal and institutional loan funds (5 federal & 13 institutional)
- Prepare annual federal loan reports (HRSA, Perkins Loan FISAP).
- Reconcile monthly loan servicer reports, confirm accuracy, and initiate related journal entries.
- Assist with preparation of quarterly and annual reports for internal and external stakeholders.
- Prepare year-end reconciliations and schedules for audit and compliance purposes.
- Compile data and prepare monthly sales tax returns and kilowatt tax payments.
- Record interest income and support year-end journal entries.

- Assist with investment activity, including reconciliations, journal entries, and reporting.
- Makes short term investment decisions with excess working capital in the absence of the Associate Controller, Treasury.Ca
- Support Assistant Controller, Treasury in policy development and compliance monitoring.

**IV. Minimum Qualifications Required:**

A high school diploma or GED and five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience.

**V. Testing/Examinations Required:**

None

**VI. Certifications or Licensures Required**

None

**VII. Series: 12100**