**General Description**
Performs daily banking duties and reconciliations, such as monitoring and advising on daily cash balances, investments, and account analysis.

**Examples of Duties**
- Performs bank duties, such as stop payments, wire transfers, maintaining voided check files, account reconciliations, and handling pay exceptions.
- Prepares bank journal entries.
- Reconciles debit and credit accounts.
- Conducts account analysis.
- Monitors the daily cash balances.
- Trains and supervises staff.
- Writes reports, assists in the cash management policy development.
- Serves as liaison between the department and financial institutions.
- Performs other cash management duties as assigned.

**Knowledge, Skills, and Abilities**
- Knowledge of cash management principles.
- Knowledge of local, University, state, and federal cash management policies and procedures.
- Knowledge of standard accounting procedures and practices.
- Knowledge of accounting information systems.
- Effective oral and verbal communication skills with external and internal customers.
- Effective time management, customer service, and organizational skills.

**Minimum GSU Hiring Standards**
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.