



Cash Application Specialist

Americas: Canada (virtual)

The Cash Application Specialist will be responsible for recording daily client payments in appropriate accounts, retrieving and tracking daily payment receipts and communicating with clients and collections teams to resolve payment application issues. This position would be responsible for follow-ups on all reconciliation items, resolving and journalizing cash collections along with addressing payment issues such as duplicate payments and/or other discrepancies. The Cash Application Specialist will perform daily reconciliations related to payment process flow, validating correct accounting across all cash GL's, and clearing accounts coupled with processing credit card payments.

What you'll get to do:

- Pull cash receipt information from bank accounts daily and create cheque log
- Collect remittances from email folder(s) for payments received in the bank daily
- Inform collections department of any missing remittances
- Inform the bank if there are any unidentified payments
- Apply cash for all business units daily
- Update cheque log EOD for all payments applied
- Update payment tracker EOD for unapplied cash receipts for collections department follow-ups
- Complete VMS reconciliation for payments received from MSP's and apply accordingly
- Inform any variance to collection/billing so corrections are done to avoid future issues
- Process credit card payments when instructed by clients/members/collections department and apply once funds are received in the account
- Scoop funds from client/member accounts per instructions provided by members and/or collections department
- Scoop funds from member accounts for members internal payroll
- Accept e-Transfers and apply as instructed by clients/members/collections team
- Post entries to AR sub-ledger and investigate entries when necessary
- Balance money monitor for all payments received in the bank and applied in the system for the day
- Investigate questions received from the collections department and respond with necessary details
- Other related duties as assigned

Skills and experience we value:

- Post-secondary diploma or degree in finance, accounting and/or payroll
- Minimum of two (2) years related experience is required
- Superior communication skills, both verbal and written
- Ability to prioritize with exceptional time management skills to produce results in a fast-paced and dynamic environment
- Knowledge of VMS tools such as Beeline, IQN, Fieldglass is a plus
- Proficient Microsoft Office skills (specifically Excel, Word, Outlook)
- Professional demeanor and customer service focus
- Able to thrive both independently and in a team environment



Benefits and location:

- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Healthcare insurance
- Retirement plan
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

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