

## Cash Analyst (Remote Position)

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$26.60 to \$30.80 hourly

**Employment status:** Contract / Temporary to Hire

### Description

We are in the hospitality industry, located in Charlotte, North Carolina, looking to onboard a Cash Analyst. In this role, you will be working closely with banks, credit card processors, and software support to monitor and maintain corporate cash, site cash, and credit card depository accounts. This role offers a contract to hire employment opportunity.

#### Responsibilities:

- Reconcile corporate and site cash accounts with the general ledger on a daily basis, ensuring accuracy and timeliness.
- Research and analyze exception transactions related to the corporate and site cash accounts.
- Provide support for hotel cash processing and deposits.
- Independently review and analyze accounts, generating necessary journal entries for accurate general ledger representation.
- Communicate with site level, internal departments, and technical support to ensure accuracy throughout the entire process.
- Manage and communicate exceptions.
- Conduct weekly field deposit reporting.
- Perform end-of-month account reconciliation and reporting.
- Conduct additional analytics and reporting as needed.
- Provide backup support to other team members.
- Perform other duties as assigned.

### Requirements

- Proficiency in Accounting Software Systems
- Experience with ADP - Financial Services
- Knowledge of Ceridian software
- Familiarity with ERP - Enterprise Resource Planning
- Understanding of ERP Solutions
- Experience with 'About Time' software
- Ability to handle Accounting Functions
- Experience in Accounts Payable (AP)
- Knowledge of Auditing procedures
- Familiarity with Budget Processes
- Proficiency in Oracle software
- Experience in Hospitality management
- Understanding of Hotel management practices

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**This Job Posting will expire in 10 days.**

