

# Cash Management Supervisor – Financial Services

## Job Description:

The Cash Management Supervisor will be responsible for overseeing and managing the SFPUC's day-to-day operations of cash management including subordinate work assignments and work schedules to ensure efficient, accurate, and timely processing of daily deposits, customer refunds, bank reconciliations, and unidentified receipts. The role demands a keen attention to detail and strong organizational skills. Another responsibility is to serve as PeopleSoft Change Agent for the SFPUC.

## Primary Job Responsibilities:

1. Cash Receipts Management: Oversee the daily processing and recording of cash receipts.
2. Bank Reconciliation: Ensure that all bank transactions are recorded accurately in the accounting system and reconcile any discrepancies in a timely manner.
3. Credit Card & ACH Management: Supervise the processing of credit card and ACH transactions, ensuring timely and accurate postings.
4. Unidentified Receipts: Investigate and resolve any unidentified receipts in collaboration with relevant departments.
5. Process Improvements: Recommend and implement efficient processes and controls to enhance the accuracy and efficiency of cash management operations.
6. Reporting: Generate regular reports on cash management activities and provide insights to the management team.
7. Team Leadership: Mentor and guide the cash management team, ensuring adherence to company policies and best practices.
8. Perform routine and ad-hoc analysis as needed.
9. Serve as subject matter expert developing and maintaining related policies and procedures.
10. Provide leadership, coordination, and primary point of contact for cash receipts transaction and revenue recording.
11. Develop and implement corrective action plans, progress reporting, and practice change for process improvement.
12. PeopleSoft Change Agent: Review and process user access requests for PUC employees; conduct semi-annual security review to ensure compliance of policies and procedures.

## Desirable Qualifications:

1. Experience in cash management, preferably in a supervisory role.
2. Strong analytical and problem-solving skills.
3. Proficient with Oracle PeopleSoft, Business Intelligence and Microsoft Office applications.
4. Ability to multitask and prioritize in a fast-paced environment.
5. Excellent communication skills and interpersonal skills.