Job Title: Centralized Cash Processing Officer

Reports To: Branch Operations Manager / Branch Manager

Job Summary

The Centralized Cash Processing Officer is responsible for managing centralized cash processing activities, including cash receipt, verification, sorting, balancing, packaging, vault management, ATM cash preparation, and reconciliation. The role ensures operational efficiency, minimizes cash-related risks, and complies with internal controls and regulatory standards.

Key Responsibilities

- Receive, verify, count, and process cash received from branches, cash collection teams, or business units.
- Perform cash balancing and reconcile daily cash transactions.
- Prepare cash for branch distribution, ATM replenishment, and cash-in-transit (CIT) operations.
- Detect counterfeit or suspicious currency using approved verification methods.
- Ensure proper cash sorting, bundling, and packaging according to central bank guidelines.
- Maintain accurate records of cash movements and prepare daily operational reports.
- Monitor vault cash levels and ensure adequate cash availability.
- Coordinate with Cash-in-Transit (CIT) service providers for secure cash movement.
- Ensure compliance with AML, KYC, operational risk, and internal control policies.
- Investigate and report cash shortages, overages, or discrepancies.
- Participate in internal and external audits by providing required documentation.
- Maintain confidentiality and security of cash and operational information.
- Support process improvement initiatives to enhance operational efficiency.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, Banking, or a related field.
- Professional banking certifications are an advantage.

Experience

- 3–5 years of banking operations or cash management experience.
- Experience in centralized cash processing, vault operations, teller operations, or branch operations is preferred.

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Required Skills

- Knowledge of cash handling procedures and banking operations.
- Familiarity with AML/KYC and regulatory compliance requirements.
- Proficiency in core banking systems and Microsoft Office (Excel, Word).
- High attention to detail and accuracy.
- Strong communication and teamwork skills.
- Ability to work under pressure and meet strict deadlines.
- Problem-solving and decision-making abilities.