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# Example of Cash Applications Specialist Job Description

Our company is growing rapidly and is hiring for a cash applications specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for cash applications specialist

* Assist in streamlining the cash application process
* Research disputed invoices
* Support the AR/Credit Team to resolve credit, deduction and cash application issues
* Support the Billing Team to resolve deduction from invoice issues
* Research and track to conclusion cash/wire disputes and obtain proper documentation
* Proof of Delivery processing
* Posts line item payments and adjustments to patient accounts within 24 hours of receipt ins business office according to established guidelines
* Sorts lock box receipts and posts accordingly
* Analyzes credits accounts to determine if a refund should be processed
* Maintains all checks and EOBs by deposit date to ensure batch integrity

## Qualifications for cash applications specialist

* 2 + years Full cycle A/R experience preferred
* Cash application and SAP experience is preferred
* Minimum of three (3) years’ experience in either physician/hospital billing or other healthcare business setting
* Demonstrated CRT skills, 10-Key by touch and the ability to use an automated billing system with speed and accuracy
* Billing, collection or cash
* Must have a solid understanding of AR and cash applications practices