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# Example of Cash Posting Job Description

Our growing company is looking for a cash posting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash posting

* Performs annual evaluations for cashiering staff
* Assures compliance with SSC policies and procedures
* Receives, posts and balances cash
* Balance electronic and manual cash receipts through the generation and analysis of necessary reports
* Under limited supervision, post complex electronic and manual cash receipts, adjustments and denials
* Balance electronic and manual posted cash receipts through the generation and in-depth analysis of necessary reports
* Resolve pending or escalated issues such as variance or balancing issues
* Utilizes tools, including computer programs, when indicated
* Provides excellent customer service and timely response to questions and issues related to benefits, billing, claims, payments, etc
* Utilizes various databases and specialized computer software for financial care activities including eligibility verifications, pre-authorizations, medical necessity, review/updating of patient accounts, etc

## Qualifications for cash posting

* Recent graduates from a Medical Billing or Medical Office Administration program must have at least a 3.5 GPA and an attendance record of 95% or better
* Establishes plans (patient liabilities, payment, ) and conducts follow up activities related to those plans
* Explains charges, answers questions, and communicates a variety of requirements, policies, and procedures regarding patient financial care services and resources to patients, staff, payors, and agencies
* Works with Claims and Collections (both internally and with collection agencies) in order to assist patients and their families with billing and payment activities in order to increase cash flow
* Bi-lingual strongly preferred, required in some positions
* Demonstrated organizational skills and the ability to prioritize and manage tasks based on established criteria