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# Example of Processing Associate Job Description

Our company is growing rapidly and is looking for a processing associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for processing associate

* It processes pre-coded invoices, including those with and without a purchase order
* Reviews plans, eligibility, patient notes, and authorizations to determine appropriate adjudication
* Reviews electronic claims or processes data as necessary into the claims system, resolves computer generated edit conditions, and determines correct payment or denial amounts and document notes as appropriate
* Identifies and refers questionable claims, intakes, authorizations, and system issues to appropriate Senior Claims Analyst and then processes responses accordingly
* Researches and, if necessary, processes claim payment adjustments resulting from customer service referrals, audits or data inaccuracies as detected
* Achieves teamwork, production and quality standards in order to assure timely, efficient and accurate claim processing
* Maintaining general knowledge of Domestic and International Equities and Total Return Equity Swaps
* Acting as the point of contact for middle office trade support across Operations and working with bank, brokers and internal groups to solve problems
* Performing daily checks and controls for matching, confirming and trade accuracy
* Maintaining general knowledge of ETFs and passive investment products

## Qualifications for processing associate

* Multi-state taxation experience
* Knowledge of ADP Payroll and Timekeeping systems preferred
* Proficiency with MS Office and payroll processing software
* Handle confidential information in a discrete manner are crucial
* Associate's degree in Business, Finance, or a related field, or equivalent combination of education and experience required
* 1+ years of general office experience or customer service experience preferred