



# Example of Application Coordinator Job Description

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Our company is searching for experienced candidates for the position of application coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for application coordinator

- Identify and remove blockers, escalating when necessary
- Performs workflow analysis of department and end-user business needs, documents requirements, and translates requirements into proper system specification
- Review and validate financial totals for Union Billing, review and approve SOX Controls, providing data analysis where needed to identify and correct billing variances, and coordinate the payment approval process
- Process all Employee Personnel transactions pertaining to mass transfers of employee positions, loading of Performance Ratings and Next Review Dates for Intern Rolls, Conversions, Acquisitions, and new programs
- Help identify departmental improvements, process enhancements, system efficiencies or revisions, and recommend solutions
- Analyze and manage minimum wage rate process by tracking legislative changes, identifying impacted associates, compiling increase eligible population the liability, communicate associate increase time-frames and associated retro pay and compression increases, place orders for wage rate posters and stickers for field, coordinate wage rate notifications with HRIS
- Identify, analyze, validate, monitor, client credits and prepare reports of credits to be uploaded to GL accounts
- Research/resolve issues that relate to the cash application process
- Assisting with the operational delivery and ongoing support of Marketing business applications through
- Creating, delivering, and maintaining Marketing Resource Management

## Qualifications for application coordinator

- Ability to provide application troubleshooting and diagnosis, problem solving analysis and resolution, documentation, and other tasks associated with maintaining a clinical application
- Must also possess the necessary discretion to deal with confidential information
- A bachelor's degree or better in information systems or a related field
- Prior experience in Billing and/or Registration departments
- 2+ years experience with Cerner Oncology design experience
- 1+ years experience with Cerner Oncology build experience