



Example of Cash Application Analyst Job Description

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Our growing company is looking to fill the role of cash application analyst. 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 application analyst

- Lock Box and Desktop Deposits must be posted, reconciled and balanced on a daily basis
- Non-hospital receipts HCP and Pro Fees, must be identified and posted on a daily basis
- Utilize the SSI HARP and CPA Remittances for automated remit posting on eligible payors
- Responsible for the processing of Contractual Adjustments as identified by the EOBs and posted as needed
- Patient Responsibility should be established and posted as per each EOB
- Remit Notification comments will be captured via the SSI HARP system
- Responsible for other assigned duties including but not limited to the following
- Provide EOBs to the PFS Data Storage area on a daily basis
- Coordinate unidentified cash processing with the Refund Analyst on a daily basis
- Responsible to monitor and complete CPA work queues in a daily basis

Qualifications for cash application analyst

- Proficient in Microsoft Office applications, particularly in MS Excel
- Vocational or other technical school, certification, training or apprenticeship beyond high school, preferred

- Ability to meet deadlines – daily, monthly
- Knowledge of computer applications and experience using both mainframe and PC based applications, specifically Microsoft Word, Excel and PowerPoint
- Reconcile general ledger – Prepare all general ledger reconciliations Cash Application is responsible for