



# Example of Cash Applications Job Description

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Our company is looking for a cash applications. 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

- Travel in order to provide technical and soft skill training
- Prepare cash batches and adjustments for imaging
- Prepare cash receivables report daily
- Monitor completed PIA invoices to ensure payment is received timely
- Maintain other reports and logs for NSF checks, adjustments and other job functions which require monitoring
- Apply cash to customer accounts
- Post high-volume cash receipts
- Process wire, check and credit card payments
- Track daily deposits
- Retrieve remittance data

## Qualifications for cash applications

- Demonstrated interpersonal, communication & customer management skills a must
- Working knowledge of accounts receivable and accounts payable
- Two or more years of lead or supervisory experience
- Detail oriented with ability to prioritize work and good analytical skills
- Medical billing or accounting background preferred
- 10-key by touch, 8,000 minimum kph