



# Example of Cash Applications Job Description

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

## Responsibilities for cash applications

- Identifies on primary payment (EOB) when secondary payor is present and refers accordingly
- Scans EOB for incorrect and/or inconsistencies in reimbursement
- Maintains confidentiality in regards to patient account status and financial affairs of practice
- General/daily cash applications
- Post a high-volume of cash receipts
- Provide required reports accurately and timely
- Generate customer account reconciliation report
- Assist with bank account reconciliation
- Create process document for duties and responsibilities
- Provide up back as needed within the department

## Qualifications for cash applications

- Identify and solve problems creatively
- Bachelor's degree (finance, accounting, economics, mathematics ) or equivalent experience
- Education equivalent to graduation from high school, supplemented by courses in mathematics and keyboarding skills, or the equivalent in related work experience
- Years of general office experience, demonstrating a good aptitude for mathematics and data entry skills

- Consulting skills, Influence skills and Facilitation skills, the ability to justify and sell ideas to senior management, the ability to work in groups and teams to identify issues and solve problems