



Example of Cash Applications Job Description

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Our company is searching for experienced candidates for the position of cash applications. 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 cash applications

- Resolves payment problems/ discrepancies in a timely manner
- Evaluates and documents the issue or problem for the department
- Reconcile the cash receipts daily to ensure all is in balance and accounted for within the receiving and posting process
- Accurately files all customer files
- Answer inquires from customers and company personnel regarding payment applications
- Return messages or inquiries for information requested in a timely basis
- Place collection calls for specified past due accounts as directed
- Post cash payments daily and accurately
- Resolve questions/ inquiries within an acceptable period
- Complete assigned collection calls within standards

Qualifications for cash applications

- JD Edwards experience a plus must have advanced Excel skills
- Associate's degree in Accounting/Finance/Business Administration, preferred
- Strong knowledge of spreadsheet programs (MS Excel), experience with v lookups is required
- Bachelor's degree or equivalent work experience (five years patient financial services experience in healthcare billing environment)
- Should have analytical aptitude and ability to translate functional needs to

