



# Example of Cash Office Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of cash office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for cash office

- Conduct benchmark and competitive analysis or surveys, to build quality and efficiency in the Cash Control and Credit Balance functions
- Interact with internal and external contacts, including all levels of staff and management throughout Swedish, and externally with patients and families, insurance companies, physicians and their staff, auditors, and vendors
- Stay informed of new and/or changing regulations
- May be required to participate in internal and external audits, review audit findings and implements changes as required
- Participate in the design of systems to support the business and operational needs of SHS
- Collect and document business requirements, and assists in the development of new workflows, policies and procedures, and documentation for the department
- Supervises a group of associates at assigned Navy Exchange Cashier's Cage location(s)
- Performs cashier duties involving the receipt, examination, verification, disbursement, deposit, safekeeping of cash receipts, the cashing of checks and the maintenance of pertinent records/logs
- Is responsible for all cash receipts turned in daily and obtains signature upon receipt
- Prepares cash payment for dishonored checks received

## Qualifications for cash office

- Broad background in all aspects of accounting and financial planning and analysis, including a minimum six years accounting and / or FP&A related experience
- Must have a very high attention to detail and proficiency with Excel, PowerPoint and Hyperion Financial Management (HFM) software
- 2 years' experience in Hospital Cash Control and Credit Balance resolution
- Problem solving in a variety of settings
- Ability to deal effectively with constant changes and be in a change agent