

 Oroville Hospital	Job Description for Lead Cashier	Department:	Business Office
		Dept.#:	8550
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director of Patient Financial Services

Job Summary

The lead cashier provides oversight to staff in receiving, preparing and posting of receipts for hospital services while ensuring the accuracy in the posting of the receipt and contractual allowance.

Duties

1. Receives daily mail receipts that have been balanced and stamped for deposit and verifies receipt total
2. Maintains a daily cashier reconciliation recap; reports any discrepancies to management
3. Properly records returned checks in the accounting and patient accounting system while initiating follow-up
4. Researches receipts that are not clearly marked for posting
5. Post payments to the appropriate account and makes notes required for follow-up
6. Posts zero payments to the appropriate account and makes notes required for follow-up
7. Maintains log of daily receipts and contractual posted
8. Ensures bank deposits are made each day before 3:00PM
9. Maintains petty cash drawer, log, receipts and balances daily
10. Coordinates with accounting department in daily and monthly balancing of accounts receivable to the general ledger. This may include cash clearing, credit balance and unidentified accounts
11. Maintains established departmental and institutional policies and procedures
12. Performs duties as may be requested by the Director or Assistant Director of Patient Financial Services
13. Goals and objectives should be met in conjunction with the Director of Patient Financial Services
14. Problem situations should be appropriately and independently resolved when required
15. Makes sure the Director of Patient Financial Services is informed of any unusual and significant issues that may affect the daily balancing of the accounts receivable
16. Assures that Communication activities promote positive staff relations and timely resolution to outstanding staff request and issues

Qualifications

1. Analytical ability required to review daily reports and logging
2. Good oral and written communication skills to work with various payers
3. Ability to perform multiple tasks while providing oversight to additional staff
4. Minimum of two years experience in a hospital business office

Lifting Requirements

Sedentary-generally not lifting not more than 10 lbs maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items