

UW HEALTH JOB DESCRIPTION

CASH RECONCILIATION SPECIALIST

Job Code: 440064	FLSA Status: Non-Exempt	Mgt. Approval: C O'Connor	Date: August 2021
Department: Finance - Treasury		HR Approval: S. Whitlock	Date: August 2021

JOB SUMMARY

Under the supervision of the Manager of Cash Operations, the Cash Reconciliation Specialist is responsible for preparing daily deposits for multiple bank depository accounts in a timely fashion. This position verifies the accuracy of daily deposits submitted by mail, clinics, and retail processing locations, resolves discrepancies, and trains staff at UW Health locations on daily cash management procedures. In addition, this position is responsible for accurately importing receipts using equipment and payment applications on an enterprise level, within multiple banking systems/databases. The duties of the position require the incumbent to concentrate in a complex environment while doing multiple activities.

MAJOR RESPONSIBILITIES

- Accurately calculate and assign the daily deposit of patient payments made at clinic locations, retail services sites, outside income, collection agency proceeds, patient business services lockbox mail received by the business office and other avenues.
- Verify accuracy of internal deposits submitted by clinics and retail services and investigate discrepancies with clinic and retail staff until corrected.
- Prepare bank deposits in the format required by the bank, to include the electronic processing of checks and manual processing of checks and other payment types.
- Record deposit information by payment type on deposit worksheet to serve as an accurate and daily source of information for revenue journal entries.
- Train and assist clinic and retail location staff on the daily patient payment, deposit process, and reports in order to comply with the cash-management policy.
- Provide clinic and retail locations with equipment, cash bags, and supplies needed to securely receive and store payments.
- File deposit documentation so that information can be retrieved quickly to resolve issues in a timely manner.
- Research patient accounts utilizing the payment billing system when information provided is not sufficient to process deposits and to research lost payments.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Associates Degree in Banking, or Finance
Work Experience	Minimum	Banking, Cash Handling, General Ledger, and Accounting,
	Preferred	EPIC Resolute (Professional, Hospital, and Enterprise Billing) and OnBase Imaging
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong customer service skills • 10-Key • Microsoft Office (Excel, Word, Outlook) • Multi-operational computer functions • Currency/Coin Counter • Check processing devices and software • Strong math skills • Positive, can-do attitude coupled with a sense of urgency • Ability to make good and sound judgements in demanding situations • Excellent problems solving skills • Ability to react positively to frequent changes in duties and volume of work • Ability to work independently and be results oriented • Ability to think out of the box and be a positive influence in change initiatives

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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.