



## REVENUE SPECIALIST

**REPORTS TO:** Senior Revenue Accountant

**EDUCATION & EXPERIENCE:** High School diploma or equivalent required. Associates/Bachelors degree preferred

**SKILLS:** Word processing, Excel spreadsheets, and 10-key calculator or equivalent experience

### PRIMARY DUTIES:

- provide general support to Senior Revenue Accountant
- prepare bank deposit
- process credit card batches
- process receipts and batch audits
- maintain petty cash, cashiers' change and stamp boxes
- proper posting and reconciliation of patient and insurance payments to cash management
- assist Administration with mail/fax retrieval and filing
- process returned checks
- maintain confidentiality of documents and information

### OTHER DUTIES:

- provide general office support
- collect and distribute Administration's mail
- assist with correspondence and errands
- other duties as assigned by supervisor

### PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 8 hours
- indoor setting
- frequent use of computer
- long periods of standing and sitting
- frequent use of telephone
- continuous repetitive grasping and manipulation of both hands
- continuous conversational communication
- occasional walking, squatting, stooping, bending and twisting
- occasional reaching and climbing
- occasionally carrying up to 10 lbs
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

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Supervisor

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Date

6/8/2022