

 Oroville Hospital	Department:	Business Office
	Dept.#:	8550
	Last Reviewed:	5/08; 08/12
	Last Updated:	

Job Description for Cashier

Reports To

Director of Patient Financial Services

Duties

1. Receives, posts and balances payments directly 'on-line' from any source
2. Prepares and makes bank deposits daily
3. Totals money received and verifies totals with cash-on-hand
4. Reconciles totals when errors are found
5. Prepares reports of daily transactions and forwards to the Accounting Department
6. Assist in personnel training
7. Performs other duties as assigned

Qualifications

1. High school graduate with a background in the clerical field preferred
2. Must have the ability to perform bookkeeping and accounting functions such as posting account information and verifying accuracy of accounts
3. Must be able to use ten key calculator accurately by touch
4. Computer skills are necessary
5. Must have the ability to plan, implement and complete a full cycle of activities
6. Must have the ability to organize work and schedule time allotted to achieve maximum productivity
7. Able to converse informatively and tactfully with patients
8. Must maintain a friendly and helpful manner when dealing with the public
9. Ability to work harmoniously with a variety of people
10. Willingly accept added tasks and responsibilities
11. Must be able to remain flexible and accept changes in work assignments

Lifting Requirements

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