UNIVERSITY OF SOUTHERN CALIFORNIA
Deposit/Payment Clerk
Job Code: 189111

Grade: HB
OT Eligible: Yes
Comp Approval: 6/7/1994

JOB SUMMARY:
Prepares and reconciles payment batches, inputs payment data, reviews reports for accuracy, makes corrections.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

______ ____ Reviews Explanations of Benefits from third party payors to determine if payment was made correctly and if denials can be re-billed.

______ ____ Prepares and reconciles payment batches accurately. Corrects errors or problems. Inputs data into billing system. Monitors reports for accuracy.

______ ____ Assists billing staff in resolving payment-related issues. Notifies supervisor of ongoing problems.

______ ____ Prepares deposits.

______ ____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Less Than High School

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
Deposit and payment posting

Preferred Education:
High School or equivalent
Preferred Field of Expertise:

Experience with Personal Computers and computerized billing systems such as IDX

Skills: Administrative:

- Balance figures
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Verify calculations

Skills: Machine:

- Calculator
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer
- Photocopier

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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