

(Limited) Insurance Claims Specialist/Cashier (4722C)
University Health Services 81623
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268754>

Downloaded On: Nov. 26, 2025 7:12pm

Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	(Limited) Insurance Claims Specialist/Cashier (4722C) University Health Services 81623
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/6752187

Apply By Email

Job Description

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(Limited) Insurance Claims Specialist/Cashier (4722C) University Health Services 81623

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Student Health Insurance Office is responsible for the administration of the Berkeley Student Health Insurance Plan (Berkeley SHIP). The office manages all member services for students enrolled in Berkeley SHIP, runs the insurance "waiver" program, coordinates the insurance program for student athletes in Intercollegiate Athletics, and takes payments for the insurance plan.

Application Review Date

The First Review Date for this job is: 10/20/25. This job will remain open until filled.

Responsibilities

- Provide excellent customer service by assisting students with account balances, payment methods, and general office procedures.
- Process various forms of payments for student health insurance, co-pays, and other health service charges.
- Process and export Bursar billing transfers and other financial reports.
- Maintain accurate cash drawer balances and perform daily reconciliations.
- Manage and resolve billing inquiries and tickets from various hold queues.
- Generate, export, and process Release of Information (ROI) reports for health records.
- Maintain organized and accurate financial records in compliance with university and regulatory standards.
- Assist with workers' compensation billing.

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Required Qualifications

- 2-5 years of experience in a cashier, medical billing, or financial transaction processing role, preferably in a healthcare or university setting.
- Strong mathematical aptitude and exceptional attention to detail for accurate transaction and billing processing.
- Excellent customer service and interpersonal skills, with the ability to communicate clearly and patiently with a diverse student population.
- Proficiency with computer systems, including Microsoft Office Suite (Word, Excel), and demonstrated ability to quickly learn and navigate complex billing and electronic health record (EHR) systems.
- Demonstrated ability to maintain confidentiality and handle sensitive financial and health information with discretion.
- Prior EPIC Experience

Education

- High school diploma or equivalent experience

Preferred Qualifications

- Workers Compensation Billing Experience
- Proven experience handling cash and performing daily reconciliations.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and

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experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is Step 1 \$30.58 - Step 8 \$35.85.
- This is a 900 hour, 100%, full-time (40 hours per week), limited position that is eligible for mid-level UC benefits with no possibility of extension.
- This position is non-exempt and bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is 100% on site without the possibility of remote/hybrid work.
- This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at:
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

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The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

N/A

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