



Reach For Your Potential

JOB TITLE: Billing and Payroll Specialist

DIVISION: Office Staff

REPORTS TO: Financial Director

REVISION NO: 4

REVISION DATE: 4/9/2019

POSITION SUMMARY:

The Billing and Payroll Specialist is responsible for agency billing each month and assist with coding weekly timesheets. This person will be monitoring the eligibility of member services through online databases and communicating with Managed Care Organization Personnel to reconcile any discrepancies. This person works closely with the Financial Director and the Financial Director Assistants.

ESSENTIAL JOB FUNCTIONS:

- Assist with coding weekly time sheets.
- Assist in contacting staff for missing timesheets and corrections.
- Attend weekly department meetings and assist with payroll/billing analysis.
- Monitor and update all Notice of Decision or eligibility documentation.
- Complete weekly billing worksheet from census information and proof electronic billings to the worksheet.
- Input weekly billing to be processed.
- Reconcile weekly billing payments.
- Process claim reconsiderations and appeals as needed.
- Maintain accurate documentation for all billed claims.
- Review member case plans for billing accuracy and communicate discrepancies to applicable personnel.
- Assist with other duties as assigned by the Financial Director, Program Directors and the Executive Director.
- Complete other duties as assigned.

JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:

Associate's Degree from an accredited college or university and one year of post-degree experience in the delivery, planning, coordination, or administration of clerical or human services, or

High school degree (or its equivalent) and three years of post-degree experience in the delivery, planning, coordination, or administration of clerical or human services, or



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A combination of required education or experience which totals three years. At least one year must be experience as outlined above.

SKILLS:

- Self-directed, highly motivated, reliable.
- Accuracy and detail-oriented work performance is necessary.
- Experience with Microsoft Office 2007, especially Excel.
- Must be able to read, write and communicate effectively with members and staff.
- Needs to have a caring attitude and be supportive and encouraging to members.
- A driving record that qualifies you to drive agency vehicles is preferred; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred.

EQUIPMENT TO BE USED:

Must be able to effectively operate computer and other office machines such as fax, calculator, and telephone.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment.

WORKING CONDITIONS:

Occasionally called upon to work overtime or odd schedules. Typically works in an office setting, although may be called upon to work at a residential location.

Employee Signature

Date

Employee Printed Name