

JOB DESCRIPTION
FOR
ACCOUNTS RECEIVABLE SPECIALIST

REPORTS TO: Accounting Manager

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- A minimum of six hours of college level accounting or two years' experience in an accounting or related field is required for this position.
- Experience in Accounts Receivable processes is required.
- Preference will be given for experience in medical billing processes.
- Must be proficient in the use of a 10-key adding machine and have basic computer skills, including proficiency with Word and Excel
- Knowledge of computer software for accounts receivable system is preferred.
- Knowledge of Medicaid billing systems is preferred.
- Ability to plan, organize and carry out instructions.
- Ability to read and understand documents.
- Ability to write routine reports and correspondence.
- Valid Kansas driver's license and acceptable driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Positive role model for persons served and co-workers i.e. appropriate behavior in specific setting, hygiene, dress, etc. Treats others with courtesy and respect.
- Ability to work with minimal supervision.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy and code of ethics.
- Interact with staff professionally and respectfully at all times and respond to the needs in a dignified and timely manner. Answer questions regarding billing and receivables.

COMMUNICATION:

- Report necessary information to supervisor in timely manner. Use all forms of communication such as written, e-mail, incident reports and personal contact.
- Understand instruction from supervisor and carry out instruction with minimal supervision. Obtain clarification from supervisor as needed.
- Communicate with other staff and supervisor as needed to assure the organization's needs are addressed.
- Maintain confidentiality of staff and persons served.

TEAMWORK AND COOPERATION:

- Work in a professional manner and when conflict occurs, resolve disputes professionally.
- Responsible for working as a team for SLI, not just in one department, in order to provide a high quality of service and care.
- Function as a member of the team as assigned. Provide necessary related information to the team and attend meetings as requested.
- Perform other functions as assigned by supervisor.

POLICY AND PROCEDURE:

- Report all incidents, accidents and illnesses in a timely manner to the supervisor.
- Provide services in accordance with SLI corporate policy and procedure and within standards for licensing and accreditation.
- Assure adherence to fiscal policy.

PUBLIC RELATIONS:

- Follow dress code.
- Represent the organization in a professional manner when in public and dealing with parents, guardians, persons served, staff and local businesses.
- Follow SLI code of ethics.

ATTENDANCE:

- Follow assigned work schedule and attend all required trainings and meetings.
- Submit requests for time off to supervisor in a timely manner. Submit requests for sick or emergency leave when staff returns to work. Communicate the need for sick or emergency leave to supervisor as soon as possible.
- Complete leave requests according to policy and do not abuse leave policy.

EFFICIENCY AND ORGANIZATION:

- Track accounts receivable and take appropriate action under direction of supervisor.
- Complete all paperwork in a timely manner.
- Maintain financial records and data in organized and orderly fashion.

ADAPTABILITY AND FLEXIBILITY:

- Handle stressful situations and changes with an even temperament and flexibility.
- Flexibility to learn a variety of job skills.
- Ability to multi-task and prioritize so that essential tasks are completed in a timely manner.
- Complete all paperwork and reports in a timely and detailed manner.

JOB SKILLS AND JUDGMENT:

- Responsible for accounts receivable processing including posting monthly charges, customer payments, and adjustments.

- Enter, transmit and tie out billing to EDS and/or MCOs for HCBS billing in a timely manner.
- Post Remittance Advices received from MCOs in an accurate and timely manner.
- Research MCO denials and short paid claims and take the necessary action to overturn denials.
- Verify all cash transactions of agency and persons served funds and related correspondence.
- Perform fee calculation for clients on an annual basis, or more often if needed.
- Send out requests for documentation to clients and track receipt of documents.
- Prepare monthly billing statements and follow up on outstanding receivable balances.
- Apply sound judgment and make clear recommendations for solutions to problems.
- Assist with SLI fundraising and special events as needed and requested by the Special Events and Marketing Manager with approval of supervisor.

TRAININGS:

- Complete required orientation and training on a timely basis.

Accounts Receivable Specialist	
physical demands: Required to stand, talk, walk, listen; reach with hands and arms. Required to sit, use hands to finger, handle or feel objects, tools or controls. Must lift and/or move up to 25 lbs.	
work environment: Moderate noise level.	
full time or part time	full time
hourly or exempt salaried	hourly
wage band	\$24,000-\$40,000
EEO-1 code	administrative
NAICS	623210
SIC	8399
SOC/OCC CODE	43-3031
Employee Signature / Date	
HR/ELT/Board Signature/Date	