

JOB TITLE: Contracted Accounts Specialist

FLSA STATUS: Non-Exempt

DATE: March 2024

REPORTS TO: Administrator

**PRIMARY PURPOSE OF JOB**

This position is responsible for maintenance of the Department’s contracted accounts. This maintenance includes duties such as billing Medicaid, Medicare, and other contracted accounts; ensuring reimbursement documentation for contracted accounts is available and accurate per contract specifications; performing accounts payable functions; and computing, classifying, and recording financial transactions to ensure the financial records of the Department’s contracted accounts are accurate per contract specifications.

**ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

* Works with appropriate Department staff to prepare accurate documentation of contracted accounts deliverables.
* Submits contracted accounts documentation timely to the Department of Health and Senior Services, or other contracted partner, along with accurate preparation of billing per contracted account specifications.
* Bills accounts which may include billing platforms for Medicaid, Medicare, VaxCare, Transact Rx, private insurance etc.
* Maintains all contracted accounts keeping documentation in order for state auditing purposes.
* Engages as needed with external financial consultant on billing or financial matters.
* Works with external financial consultant to accurately maintain and update the general ledger and backup documentation.
* Works with auditor preparing needed documentation ensuring contract financial deliverables are met and ready for audit.
* May reconcile or assist with reconciliation of all health department bank accounts timely.
* May accurately close, or assist with closing, of the books at the end of each month, quarter and year.
* Develops and maintains a system to timely pay all routine bills.
* Engages with external financial consultant for accurate preparation of checks, payments and electronic bank deposits.
* May verify documents, such as invoices and receipts.
* May prepare and distribute invoices and assist with accounts receivable inquiries.
* May prepare or assist with preparing monthly financial statements, annual audits, and any ad hoc reports.
* May monitor and prepare, or assist with preparing, W2s and 1099 tax statements annually.
* Complies with federal, state, and company policies, procedures and regulations.
* Serves as a back-up to front desk staff, including fingerprinting identification service.
* Performs other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Comprehensive knowledge of medical billing methods.
* Meticulous level of accuracy in all billing and accounting functions.
* Knowledge and use of generally acceptable contract billing accounting principles.
* Proficient computer skills including Microsoft Office, specifically Excel, and QuickBooks software.
* Effective written and verbal communication skills.
* Basic understanding and utilization of banking and ACH transactions.
* Advanced math skills to address billing, reconciliation, and general ledger issues.
* Ability to work independently with minimal supervision.
* Ability to perform specific tasks by established deadlines.
* Ability to perform all accounting functions electronically using established technology.

**CORE COMPETENCIES**

Client Focus – *Ensuring that the client perspective is a driving force behind business decisions and activities; without putting the company at risk; crafting and implementing service practices that meet customers’ and own organization’s needs.*

Contributing to Team Success - *Actively participating as a member of a team to move the team toward the completion of goals.*

Engagement Readiness - *Demonstrating a willingness to commit to one’s work and to invest one’s time, talent, and best efforts in accomplishing organizational goals.*

Planning and Organizing - *Establishing courses of action for self and others to ensure that work is completed efficiently.*

Quality Orientation - *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

Technical/Professional Knowledge and Skills - *Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.*

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

* High school diploma or equivalent required. Degree in accounting or similar area preferred.
* Two years medical billing and accounting experience required; five years preferred.
* A working knowledge of medical billing coding and contract reimbursement practices.
* Proven ability to work successfully with computer and billing programs, general ledger applications and reimbursement applications.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Physical Requirements** | **Percentage of Work Time Spent on Activity** | | | |
|  | **0-24%** | **25-49%** | **50-74%** | **75-100%** |
| **Seeing:** Must be able to see well enough to see computer screen, documents or reports. |  |  |  | X |
| **Hearing & Speaking:** Must be able to hear and speak well enough to communicate with employees, clients and vendors. |  |  |  | X |
| **Sitting:** Must be able to sit for long periods of time. |  |  |  | X |
| **Standing/Walking:** Must be able to move about the work area. | X |  |  |  |
| **Climbing/Stooping/Kneeling:** Must be able to stoop or kneel to pick up paper products. | X |  |  |  |
| **Lifting/Pulling/Pushing**: Must be able to lift up to 20 pounds. | X |  |  |  |
| **Grasping/Feeling:** Must be able to type and use technical sources such as a desk phone, computer mouse, tablet or mobile device. |  |  |  | X |

**Working Conditions**

Normal working conditions in an office environment absent extreme factors. Occasional after hours or weekends may be required for attendance at local community events.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature Date