

## Job Description

<b>Title:</b> Accounts Receivable Specialist	<b>Reports to</b> Finance Manager	<b>Pay Status:</b> Non-Exempt
<b>Department/Program:</b> Administration	<b>Interviewer:</b>	<b>Interview Date:</b>

### Scope:

The Accounts Receivable Specialist will provide financial, clerical and administrative services to assist the Finance Manager & Executive Director. This is a full time non-exempt position.

### Duties:

- Ensure all claims are submitted with a goal of zero errors.
- Verify completeness and accuracy of all claims prior to submission.
- Follow up on claim denials, exceptions or exclusions in a timely manner.
- Read and interpret insurance explanation of benefits.
- Utilize monthly aging accounts receivable reports to follow up on unpaid claims.
- Track and resolve any outstanding payment issues.
- Conduct account research and analysis.
- Reconcile A/R to the G/L.
- Maintain up-to-date billing system.
- Generate and send invoices.
- Perform account reconciliations.
- Manage and process monthly Host Home/Foster Care billing and disbursements.
- Reconcile PNF ledgers, and Expense General Ledgers to ensure accuracy of posting for reporting.
- Assist Finance Manager in processing payroll, ensuring accuracy of time calculation, overtime, garnishments and proper tax/benefit withholdings.
- Assist Host Home department and Finance Manager with Social Security inquiries and processes as well as maintaining Host Home PNF binders.
- Assist Finance Manager in yearly accounting duties (W-2s, Vendor 1099s, tax reporting, etc.).
- Additional duties as requested (perform as a cross-functional team member).

### Measures of Success:

- Must be detail oriented.
- Superb time management, organizational skills.
- Excellent customer service skills.
- Strong written and verbal communication skills.
- Ability to multi-task and work courteously and respectfully with fellow employees, clients and insurance payers.
- Ability to work independently in a fast-paced and demanding environment.

### Minimum Qualifications:

- Prefer a degree with a major in accounting OR at least 2 years of experience in Accounts Receivables/Billing. Must have good knowledge of general accounting/GAAP.
- Expertise with Medicare claims, billing and invoicing.
- Knowledge of general bookkeeping procedures.
- Proficient in Microsoft Office suite and Quickbooks.