

ACCOUNTS /BILLING SPECIALIST POSITION DESCRIPTION

Position Title: Accounts/Billing Specialist

Reports To: Executive Director

General Description:

The Accounts/Billing Specialist prepares and maintains the financial records of the Center and performs related financial bookkeeping tasks. He/she prepares and maintains client insurance records, files insurance claims and manages accounts receivables.

Major Responsibilities:

1. Maintains financial records
2. Prepare and file insurance related materials
3. Perform financial tasks
4. Cross-functional office team member

Examples of Work:

Maintain Financial Records

- Insurance authorization
- Record revenue on client accounts, day sheets and Office Software Program
- Maintain payroll records
- Manage aged accounts
- Maintain records on contribution
- Prepare monthly operating reports
- Record accounts payable and accounts receivable
- Receives and records fundraising event monies
- Maintains contributions records

Prepare and File Insurance Materials

- Prepare and submit insurance claims
- Data entry on insurance records and medical billing
- Communicates with clients, staff and insurance companies about the insurance claims and payments
- Manage electronic billing
- Maintain files on each insurance company
- Maintain client files on insurance claims and payment
- Maintain therapist insurance provider, state license and liability insurance files

Perform Financial Tasks

- Ability to be full charge bookkeeper
- Send statements on outstanding accounts

- Prepare payroll documents for payroll administrator
- Prepare and send accounts payable checks
- Prepare and make bank deposits
- Maintain petty cash

Cross-Function Office Team Member

- Welcome and orient new clients
- Answer phone and respond to inquiries and requests
- Schedule appointments
- Take and distribute message for all staff
- Run errands as appropriate and requested
- Carries out other duties as assigned

Desired Experience and Qualifications:

1. An associate degree from a college or university with a major in accounting or comparable training and/or experience
2. Two years of office and financial experience
3. Knowledge of bookkeeping principles, methods, and practices
4. Ability to prepare clear and concise reports
5. Knowledge of the administration of a not-for-profit
6. Ability to use standard office equipment
7. Ability to maintain confidentiality
8. Ability to deal professionally and effectively with the public
9. Demonstration of skills in MS Office (Word, Excel, PowerPoint, Access, Outlook)
10. Proficiency with accounting and billing software (i.e., Quick Books, Therapist Helper)
11. Ability to manage a wide variety of activities and functions simultaneously
12. Dependable
13. Requires reliable transportation
14. Must be able to lift 30 lbs.
15. Ability to work with faith communities

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.