KIPDA
POSITION DESCRIPTION

Class Title: Medicaid Billing Clerk II

Division: Finance

Supervisor: Participant Directed Services (PDS) Accounting Supervisor

Supervises: None

Class Characteristics: Under general supervision, processes and reconciles client billings; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Coordinates Medicaid billing for each PDS payroll client.
2. Reconciles billing worksheets with payroll and KIPDA services invoices.
3. Works with Medicaid and KIPDA staff to problem solve billing issues in a timely manner.
4. Cross-trains other PDS Finance staff in billing processes.
5. Reconciles client billings with timesheets.
6. Responsible for financial and programmatic reports.
7. Acts as liaison with the Annkissam billing staff for software and reporting improvements.
8. Maintains Annkissam billing system client listing.
9. Assists PDS Finance team in monitoring compliance.
10. Assists Division of Finance when necessary.
11. Performs other duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by three to five years' experience in Medicaid/insurance billing.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of Medicaid/insurance billing systems.

2. Knowledge of computer hardware and applicable software programs.

Skills:

1. Skill in use of computers and applicable applications.
2. Skill in proper phone etiquette and multi-line phone systems.
3. Skill in use of general office equipment.
4. Skill of typing, grammar, punctuation and spelling.

Abilities:

1. Ability to understand program guidelines and incorporate into daily use.
2. Ability to understand and follow written and oral instructions.
3. Ability to think critically.
4. Ability to work under stressful situations with patience and tact.
5. Ability to establish and maintain effective working relationships with elderly clients, family members, co-workers, professional staff and community representatives.

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Work varies slightly and seldom requires different, new, or unusual approaches to complete work.

Review of Work: Supervisor will review work.

Analytical Requirements: Duties are of a complex nature, requiring accuracy in all financial matters.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate-controlled environment with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement; operating a vehicle is not a requirement of the job.

Contacts: Occasional to frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate to heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: N/A

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.

TO APPLY: Email cover letter and resume to kellytyra.cecil@kipda.org. Deadline to apply is until the position has been filled.