



## Job Description

<b>Job Title:</b>	Billing and A/R Coordinator
<b>Salary Range:</b>	Min. \$34,000    Mid. \$40,000    Max. \$48,000
<b>Department:</b>	Finance
<b>Reports to:</b>	Accounting Manager

### Position Summary:

**This position will be primarily responsible for submitting monthly invoices to service providers and individuals for services provided at My Possibilities as well as ensuring customer accounts are current. This position will work closely with other Billing Staff, Program and Therapy Staff.**

### Essential Functions/Percentage of Time Spent on Each:

1. Month-End Billing 25%
  - a. Review program and/or therapy notes for errors and accuracy
  - b. Resolve errors and/or corrections with program staff
  - c. Enter data into billing system and submit to providers/individuals
2. Other Billing 25%
  - a. Work with multiple departments to bill for supplemental services provided
  - b. Properly maintain billing files and comply with retention policies
3. Accounts Receivable 35%
  - a. Send monthly statements to service providers and individuals
  - b. Follow up on past-due accounts
  - c. Research billing discrepancies
4. Other Projects 15%
  - a. Attendance Analysis
  - b. KPI tracking
  - c. Contract Renewal
  - d. Compliance Monitoring

### Competencies (Knowledge, skills and abilities):

1. In-depth knowledge of billing and revenue-cycle processing
2. Comprehensive knowledge of HIPAA requirements
3. Proficient in Microsoft Excel
4. Medicaid Billing experience a plus



**Minimum qualifications:**

**Education:**

Associate's Degree

**Experience:**

3+ years accounting and/or bookkeeping experience. 1+ years billing and/or collections experience.

**Specific Skills:**

Organized and detail-oriented, strong analytical skills, efficient, ability to meet deadlines.

**Specialized Knowledge, Licenses, etc.:**

1. QuickBooks experience
2. Medicaid billing experience

**Success factors:**

Personal qualities of integrity and credibility, with a commitment to and a passion for My Possibilities' mission.

**Supervisory responsibilities:**

None.

**Working conditions:**

- Shared workspace environment
- Weekly lunch duty (working with HIPsters)