



Title Billing & AR Specialist	Department Administration
Reports to Supervisor of Finance and Accounting	FLSA Class Non-exempt
Supervises others No	Location Phoenix
<u>SHIFT:</u> Typical schedule: Full time as directed by the Supervisor of Finance and Accounting.	
<u>POSITION SUMMARY:</u> Under the direction of the Supervisor of Finance and Accounting, the Billing & AR Specialist takes ownership of the AR and Collection functions and secures revenue by verifying and posting receipts and resolving discrepancies. This position is responsible for billing and rebilling services including but not limited to; HRSS contract statewide, training contract statewide as well as reconciliation of billing.	
<u>ESSENTIAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Prepares monthly billing invoices for submission to payers, as applicable, for services including but not limited to Statewide HRSS and Training contracts, including respite. 2. Reviews accounts receivable as related to outstanding/denied claims. 3. Conducts account research and analysis. Researches and follows-up on outstanding/denied claims. 4. Verifies validity of account discrepancies by obtaining and investigating supporting departmental documentation. 5. Interacts with payers to resolve outstanding / denied claims issues, sends statements and makes collection calls. 6. Maintains back-up documentation of phone calls and reconciliation / collection efforts for future reference. 7. Rebills services and processes account write-offs under direction of Supervisor of Finance and Accounting. 8. Bills correct party on a timely basis for services rendered. 9. Produces, distributes, and maintains accurate monthly accounts receivable and aging reports. 10. Notifies supervisor & applicable department supervisor, of outstanding/denied claims & payment issues. 11. Reconciles accounts receivable to the general ledger. 12. Acts as a back-up for billing specialist responsible for Tribal, DDD and Foster Parent Payroll. 13. Participates in continuing education and training as required. 	
<u>MARGINAL FUNCTIONS:</u> <ol style="list-style-type: none"> 1. Other duties as assigned, verbally or in written form. 	
<u>MINIMUM QUALIFICATIONS:</u> <ol style="list-style-type: none"> 1. High School Diploma or equivalent required and three years Accounts Receivable and Collections experience. Experience in an Accounting department a plus. 2. AA Degree in Accounting, Business Administration or related field preferred. 3. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam. 4. Must be able to maintain a high level of confidentiality. 	
<u>KNOWLEDGE</u> <ol style="list-style-type: none"> 1. Strong knowledge of accounts receivable and related functions. 2. Strong knowledge of overall Company operations, policies and procedures. 3. Strong knowledge of general accounting principles and QuickBooks. 4. Knowledge of social service agency and billing processes. 	
<u>SKILLS</u> <ol style="list-style-type: none"> 1. Ability to develop relationships with responsible parties at contracting / payer agencies. 2. Ability to function independently and as a member of a team in a multi-task environment. 	

3. Must have excellent oral and written communication skills.
4. Must have excellent organization, project and time management skills.
5. Proficient in the use of computers and associated software.
6. Proficient in Microsoft Excel and QuickBooks.

PERSONALITY/OTHER

1. Detail Oriented. Positive and proactive attitude.
2. Ability to build and maintain positive internal and external relationships.
3. Ability to provide exemplary customer service to all employees and outside constituents.
4. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Program Director if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 30pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Physical Requirements	Conditions
<input type="checkbox"/> Climbing <input checked="" type="checkbox"/> Balancing <input checked="" type="checkbox"/> Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input type="checkbox"/> Lifting <input checked="" type="checkbox"/> Grasping <input checked="" type="checkbox"/> Seeing <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input checked="" type="checkbox"/> Tactile sense <input checked="" type="checkbox"/> Repetitive motions <input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision) <input type="checkbox"/> Minimum of 1 hour of continuous driving per trip	<p>Environment:</p> <input type="checkbox"/> Noise <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input checked="" type="checkbox"/> Limited/office environment <p>Hazards:</p> <input type="checkbox"/> Physical Activities <input type="checkbox"/> Volatile clientele <input type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Manager if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.

* Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM-CP
Title: Director of Human Resources

Approved by: Vanessa De La Torre, BS
Title: Finance and Accounting Supervisor

 Employee Name (Please Print)

 Date

 Employee Signature