

## HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: AR & General Accounting Specialist  
Reports to: Finance Director/Senior Accountant

### **POSITION FUNCTION/OVERVIEW:**

This position is primarily responsible to ensure that fees for all Agency Services are timely billed and collected under the terms of existing contracts or fee for service arrangements. It further includes preparing documentation required for timely posting of Agency Revenues to the General Ledger, account reconciliations, aging schedules and performing certain other general accounting activities in an accurate and timely manner. Analyze, evaluate, and process "Mental Health Services" client claims (primarily Medicaid), post payments, and follow-up with collection of claims. Organize and coordinate clinical documents necessary to support financial claims so claims are compliant with federal and state regulations, contract and licensing agreements.

### **PRIMARY DUTIES/RESPONSIBILITIES:**

- Promote the mission, values and vision of Hibiscus Children's Center.

### **Agency Billing and Monitoring of Accounts Receivable:**

- Prepare and forward all monthly Program Billings to Funders on a timely basis.
- Process Mental Health Services Program client claims for reimbursement of services rendered.
  1. Process electronic batching for Behavioral Health Professional Claim (837P), Remittance Advice (835) and Eligibility Benefit Inquiry and Response (270/271) so claims are HIPAA compliant.
  2. Review payer Explanation of Benefits (EOB's) and post claim payment to client accounts in 10e11 eCR system.
- Monitor Timely Collections and Resolve billing issues between HCC & Funders.
- Reconcile eCR balances to NetSuite GL
- Prepare monthly accounts receivable "Reconciliations" and "Aging Reports".
- Collaborate with the Mental Health Services Supervisors and Mental Health Services Administrative Assistant in processing billing transactions and to assist in monitoring productivity and other billing related matters.
- Prepare suggested write-off and account adjustment lists within 10 days after the end of each month for approval by supervisor and management.
- Process Residential client billings to appropriate Funder in a timely manner, and monitor and track payments of said billings.

### **Cash Receipts Management, Monitoring and Reconciliation:**

- Responsible for bank deposits remote and otherwise.
- Process credit card payments received from insurance company.

**Other:**

- Other accounting functions as assigned

This list of essential functions is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS REQUIRED:**

- Associate degree in Accounting, Business or related field
- Three or more years of experience can substitute for education.
- Knowledge of Contract Billing, Health Care Billing, HIPAA transactions, medical coding, and medical terminology.
- Billing and Collections experience
- Knowledge of financial applications and general ledger.

**SKILLS REQUIRED:**

- Must possess excellent written and oral communication skills, the ability to work independently and proactively interact with staff at all levels.
- Specialized knowledge of billing and collection processes. Areas of knowledge must include Medicaid insurance authorization and billing processes, Medical and Mental Health Services billing, and clinical terminology.
- Demonstrate active problem solving and analytical skills and willingness to learn.
- Effective organization and time management skills
- Familiarity with Accounting Software, Microsoft Office, Excel, Word.

**PHYSICAL REQUIREMENTS: (N=needed P=preferred)**

Sitting <u>N</u> Standing <u>N</u> Walking <u>N</u> Lifting <u>N</u> Carrying <u>N</u> Kneeling <u>N</u> Pushing/Pulling <u>N</u> Bending/Stooping <u>N</u> Climbing <u>P</u> Reaching <u>N</u> Crawling/Crouching <u>n/a</u> Repetitive Motions <u>P</u> Transporting <u>n/a</u> Other (describe _____)
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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**