

Revenue Accountant

The Arc Central Chesapeake Region supports people with intellectual and developmental disabilities (I/DD) to live, work, and connect with their community.

As the **Revenue Accountant**, you will be responsible for reconciling and correcting billing and revenue submissions and denials related to the Developmental Disabilities Administration (DDA) and other related funding sources. Processing billing data, performing pre- and post-billing manual data entry, and working to ensure the integrity and completion of enrollment data, billing files, and prepared data are all essential to this position.

The Revenue Accountant will assist with all Medicaid billing through the DDA and other behavioral health funding sources and ensure revenue is recorded in accordance with proper procedures and regulations. This position is committed to identifying and communicating discrepancies, supporting audit preparation, and becoming comfortable with all billing and accounting systems as well as programs such as FMSE, MD Medicaid, LTSS, etc.

The ideal candidate will be someone who is solutions-oriented, able to take initiative, and work autonomously. This position requires flexibility, collaboration, and strong proficiency in financial/accounting systems.

This role requires a high school diploma, though a bachelor's degree in accounting, business administration, or a related field is strongly preferred. This position also requires two years of accounting experience, specifically with Medicare/Medicaid billing and revenue reconciliation. Knowledge of Medicaid billing is required, and prior experience with DDA funding is preferred. The annual salary is \$61,800 per year and the position comes with professional development and continuing education opportunities as well as a competitive total rewards (benefits) package.

To apply, please visit our careers page at www.thearcCCR.org/careers or send your resume directly to talent@thearcCCR.org.

About The Arc Central Chesapeake Region

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit www.thearcCCR.org.

The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases. All new hires who have a COVID-19 vaccination card are encouraged to submit a copy to our People & Culture department.