

Position: Accounting Specialist - Billing

Status: Full-time salary (exempt) \$50,000 - \$70,000 annually

Benefits: All offered to FT staff

Physical setting: Office (on site) / occasional work from home

Schedule: Monday to Friday

JOB DESCRIPTION:

Accounting Specialist - Billing to ensure the accuracy and completion of bi-weekly billing and reconciliations of LTSS (Long-term services and supports) according to the organization's support services, as outlined by each client's person-centered plan (PCP) - The specialist will work closely with the Finance Dept and Program directors to ensure timely billing for the LTSS upload. The Accounting Specialist - Billing will also attend to CALMRA's daily bookkeeping, financial reconciliations, and month-end duties.

DUTIES & RESPONSIBILITIES:

Billing & Coding Specialist

- Review Carematic weekly services and attendance for each participant within Calmra.
- Code and bill services for each participant's services and attendance on a bi-weekly basis.
- Review and process coding for the assigned services per participant.
- Extract all relative reports and supporting documents from the billing process bi-weekly.
- Review LTSS weekly to ensure the ongoing accuracy of the database. Compare data between Carematic and LTSS for accuracy.
- Reconcile billing reports to DDA payments.
- Regular participation in LTSS training.
- Report Carematic upload issues, glitches, and data collection problems to Program Director.
- Report data collection issues or payment discrepancies immediately to the Operations Manager.
- Other duties as assigned or arise as the position expands.

Accounting AP/AR

- Provide support and administrative assistance to the Finance Department.
- Manage accounts payable/receivable throughout the approval process.
- Review balance sheet accounts and perform reconciliations.
- Assists with accounting, auditing, and budgeting within the organization.
- Handling communication with vendors and clients
- Assists with audit preparation.
- Works to reconcile accounting inaccuracies or imbalances.
- Utilizes QuickBooks Online (QBO) accounting software to maintain records and prepare reports.
- Coordinates with and prepares reports for the Finance Department, management, and Board of Directors.
- Contributes to team efforts by accomplishing related tasks as needed.

QUALIFICATIONS:

- Bachelor's degree in business, accounting, or related field
- Minimum of 2-3 years' experience in accounting
- Minimum 1-2 years' experience providing billing, coding, or accounting services within Developmental Disabilities organizations, or similar.

Employee Signature

Supervisor signature