

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 147
RANGE: 130
NON-EXEMPT

BILLING CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of billing and general accounting duties in support of claiming, invoicing and reconciling program services rendered; provide families with information regarding fees for services and review financial responsibility; interface with private insurance companies, Fresno County Department of Behavioral Health, Medi-Cal, and Department of Health Care Services in relation to accounting and billing duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as invoices and receivables to appropriate accounts; review data for accuracy and completeness; reconcile financial statements with accounting records and reports.
- Communicate with county office personnel, interface with outside agencies, including but not limited to, private insurance companies, Fresno County Department of Behavioral Health, Medi-Cal, Department of Health Care Services in relation to accounting and billing duties to exchange information, coordinate activities and resolve issues or concerns.
- Communicate with families and behavioral health clinical staff regarding insurance and/or financial status for youth receiving services.
- Input a variety of financial data into an assigned computer system; maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized records and reports as assigned; audit input and output data for accuracy and completeness.
- Issue customer account statements as assigned.
- Perform a variety of billing and accounting duties in the review, analysis and adjustment of assigned county office accounts; transfer funds as appropriate; monitor funds for income and expenditures; review, adjust and ensure accuracy of entries.
- Process accounts receivable as assigned; reconcile cash accounts; receive and verify incoming monies; prepare and process deposits; prepare and reconcile bank statements and other financial statements for assigned accounts; prepare and ensure accuracy of receipts.
- Process billing and accounts payable according to established county office procedures as assigned; maintain contact with families and/or vendors to clarify invoices; review invoices and match with Evidence of Benefits (EOB); send reminders for payments and make contact with families/vendors as needed.
- Receive payments through various county office approved imbursement methods and check for credibility.
- Research, compile, prepare and revise accounting data regarding assigned accounts; prepare and maintain a variety of auditable financial records, reports and files related to assigned accounts, income, expenditures, transfers, statements, balances and assigned activities.
- Review Electronic Health Record documentation and reports in order to verify services rendered and ensure accuracy of invoices.
- Review, process, code and verify a variety of financial information related to assigned accounts; audit accounts for errors and make appropriate adjustments; compare and evaluate financial records and identify discrepancies; participate in the resolution of financial discrepancies.
- Work with customer to develop self-pay arrangements and payment plans.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Data control procedures and data entry operations.
- Financial and statistical record-keeping techniques.
- General accounting, budget and business functions of a county office.
- Health Information Portability and Accountability Act (HIPPA) as this relates to handling protected health information for youth and families.
- Methods, procedures and terminology used in technical accounting and auditing work.
- Modern office practices, procedures and equipment.
- Preparation of comprehensive billing and accounting reports.
- Preparation, review and control of assigned accounts.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assemble, organize and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Maintain accurate financial and statistical records.
- Make mathematic computations with speed and accuracy.
- Meet schedules and time lines.
- Monitor and audit income and expenditures.
- Perform a variety of billing and accounting duties in the review, analysis and adjustment of assigned county office accounts.
- Prepare and analyze comprehensive accounting reports.
- Process accounts payable and accounts receivable as assigned.
- Reconcile, balance and audit assigned accounts.

- Review, process and verify a variety of financial information.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- One year experience in the health care field with record-keeping, billing or related skills.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 4/30/2019