PROGRAM BILLING COORDINATOR

DEPARTMENT: Administration/Finance

SUPERVISOR: Chief Operating Officer

POSITION SUMMARY
Processes billing and invoicing for all departments, maintains participant billing databases, develops and updates monthly program reports, assists in tracking and forecasting funding utilization, assists with clerical accounting functions including trial balance and bank reconciliation, and entering cash receipts into accounting system, and processing accounts payable for payment.

QUALIFICATIONS

Education, Experience, Training:
- An Associate or BS degree in accounting, finance, or other business related degree
- 2 years of hands-on accounting experience preferred
- Accounting experience in funding sources mentioned above a plus
- Experience with accounting systems such as MIP or Quickbooks, a plus

Knowledge, Skills, Ability:
- Strong communication and interpersonal skills.
- Strong attention to detail and ability to produce accurate information.
- Strong organization and time management skills. Ability to prioritize work and meet deadlines.
- Knowledge of accounting processes and transactions.
- Problem solving skills and ability to communicate issues to management.
- Ability to interpret and apply rules and standards and follow fiscal operating policy.
- Advanced skills with Excel and other Microsoft Office Suite programs
- Have a willingness and desire to embrace a changing environment and learn new technologies and applications.

Physical Requirements:
Sedentary work. Repetitive motion, close visual acuity, talking, listening. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS
- Perform monthly billing functions for each program and service of the agency, including funding associated with state and federal grants, Medicaid, private pay services, and other program invoicing.
- Develop and update monthly program reports to track funding utilization, program revenue and expenses.
- Assist with forecasting service utilization and program spending, as requested.
- Complete data entry into state reporting database (ARMS) and agency participant management system, Servtracker.
- Compile funding and service utilization information for required agency and funding reports.
- Assist with clerical accounting functions to include performing trial balance account reconciliations, assisting with entering invoices and cash receipts into accounting system, processing accounts payable invoices for payment.
- Identify areas for process improvement and participate in implementing new strategies / systems
- Other administrative duties as assigned

The position will work closely with program leadership and staff and with the finance/accounting department to achieve its goals.

SUPERVISORY RESPONSIBILITIES
Responsible for own work only.