

## **CHIEF BILLING CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily account keeping and billing work of a complex nature which involves the responsibility for implementing and monitoring financial transactions related to the billing function, including the ongoing review of systems and procedures to maximize reimbursement. The work is performed under the general supervision of a higher-level administrator, and supervision is exercised over account keeping or billing and other clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees all work completed by billing units;  
Integrates all phases of billing functions and ensures the appropriate training of staff in the billing units;  
Analyzes billing methods on an ongoing basis and recommends changes, when necessary, to maximize reimbursement;  
Monitors daily completion of the billing process and revises work assignments to achieve and maintain an appropriate flow of work;  
Oversees the completion of various forms of fiscal reports, including accounts receivable reports, billing statistics, administrative write-offs and quarterly and year-end statistics;  
Reviews admissions and discharges to confirm or determine appropriate entitlement;  
Ensures compliance with federal, state and local guidelines and directives;  
Oversees the collection and deposit of fees from consumers;  
Acts as liaison between billing unit staff and other units;  
Responds to billing inquiries and prepares correspondence when necessary;  
Operates office machines used in the billing process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices as they pertain to billing systems; good knowledge of office terminology, procedures and equipment; good knowledge of account-keeping principles; working knowledge of federal and state laws and programs applicable to Medicare and Medicaid reimbursement\*; ability to interpret and comply with complex oral and written instructions; ability to understand and interpret written material, as it pertains to billing procedures; ability to plan, schedule and supervise the work of others; ability to maintain and oversee financial records and prepare clear and accurate reports; ability to use computer software as it relates to the billing function\*.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and six (6) years of account keeping\*\*, bookkeeping and/or billing experience; or
2. An Associate's degree or higher which included or was supplemented by eight (8) credit hours in basic Accounting and three (3) years of account keeping\*, bookkeeping or billing experience; or
3. Any equivalent combination of training and experience.

**NOTE:** A Bachelor's degree which included or was supplemented by twenty-four (24) credit hours in Accounting may be deemed fully qualifying.

(over)

\*To be demonstrated during the probationary period.

\*\*Account-keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger-account or some comparable form. These financial transactions represent the relationship among assets and liabilities, revenues and expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc.; posting accounts payable, accounts receivable, receipts, purchases, etc., preparation of trial balances, tax report preparation.

Experience as a payroll clerk, bank teller or similar work involving financial transactions will be qualifying for entry level account clerk but not higher-level account clerk positions. Routine cashier or similar experience and inventory or other record-keeping duties not involving financial transactions shall not be deemed qualifying.

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Competitive

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