

Centennial Mental Health Center, Inc.  
**Job Description**

**Job Title:** Accounting Clerk (Receivables) 1      **Job Class:** Administration  
**Reports to:** Appropriate Department Manager      **Grade:** 2  
**Status:** Non-Exempt

**POSITION SUMMARY**

Performs a variety of duties in accordance with standard accounting, procedures under moderate supervision and guidance. Work is subject to audit and verification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Generate and post monthly billing
2. Mail private pay invoices
3. Reconcile claims to Insurance Companies for service
4. Responsible for posting all Private Pay, Insurance charges and cash receipts.
5. Responsible for confirming Private Pay and Insurance balances in Accounts Receivable.
6. Follow up on all past-due receivable accounts.
7. Confirm financial eligibility of residents through 3<sup>rd</sup> Party Insurance, Medicare and Medicaid programs.
8. Ability to explain 3<sup>rd</sup> party Insurance, Medicare and Medicaid reimbursement rules to clients.
9. Must be able to request information from other staff members regarding items to be billed
10. Distributes correspondence to the appropriate office and staff for follow-up.
11. Reviews accuracy of various submitted information and ensures no duplicate information exists.
12. Contacts and coordinates with external customers as necessary to resolve discrepancies.
13. Maintains sufficient knowledge of Accounting and MS Office Suite.
14. Maintains and follows written procedures for each task or responsibility and updates procedures as necessary. All procedural changes are approved at a higher level.
15. Performs filing and data entry as needed.
16. Performs other job duties as assigned.

**JOB REQUIREMENTS**

**EDUCATION**

High school. College level courses in Accounting preferred.

**EXPERIENCE**

- Minimum of one years experience working in an office setting.
- Medicaid/Insurance billing experience desired but not required.
- Understanding of accounting principles and practices.
- Experience with Microsoft Excel.

**ABILITIES, KNOWLEDGE, SKILLS**

- Ability to effectively present information and respond to questions from groups of managers, consumers, customers, and the general public
- Ability to be detail-oriented;
- Strong initiative and problem-solving abilities;
- Commitment to customer service;
- Organizational and time management skills;
- Analytical and critical thinking skills;
- Strong written and verbal communication skills;
- Ability to prioritize work and consistently meet deadlines.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Supervisor

\_\_\_\_\_  
Date

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