

## **Southern Tier Independence Center Job Description**

**Position:** Billing Clerk

**Hours:** Non-exempt, full-time 35 hours per week

**Revised:** 12/19/18

### **Qualifications**

1. Associates Degree in clerical or accounting field and/or two years of experience in a billing or accounting position, strongly preferred. An equivalent combination of education and experience may be substituted.
2. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
3. Excellent interpersonal and communication skills.
4. Excellent computer skills and knowledge of Microsoft Office applications.
5. Excellent attention to detail and organizational skills.
6. Strong commitment to the integration of people with disabilities into all aspects of community life.

### **Responsibilities**

7. Prepares and submits billing for certain Medicaid, Managed Care and OFA EISEP, VA and CSI programs in accordance with appropriate laws and regulations.
8. Manages the approvals, eligibility, and denials of certain Medicaid, Managed Care and OFA EISEP, VA and CSI programs
9. Keep appropriate staff apprised of issues/problems which may develop in billing.
10. Acts as back up for the processing of travel time sheets for payroll in accordance with appropriate laws and regulations.
11. Verifies CDPA signatures on timesheets.
12. Attend all mandatory agency trainings, meetings, and advocacy groups.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.