

JOB DESCRIPTION

TITLE OF POSITION: PAYROLL/BILLING/RECEIVABLES MANAGER

TITLE OF IMMEDIATE SUPERVISOR: Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES OF POSITION
Manages the Agency's payroll, bill payments and receivable collections

POSITION RESPONSIBILITIES
1. Supervises staff payroll, accounts payable and third party billing
2. Posts workers' salaries on appropriate records, prepares all information needed to prepare checks and payroll reports, verifies all payroll deductions and reconciles cash payments related to those deductions
3. Processes accounts payable according to Agency policy, posts expense and income to appropriate accounts, reviews all phone charges monthly
4. Assists in preparation of entry forms for general ledger
5. Posts all payments in cash payments journal
6. Bills outside agencies and third party payors
7. Supervises and coordinates credit and collection to include completion of all necessary paperwork and data entry
8. Manages credit and collection activities on past due accounts participates in any and all collection activities of problem accounts
9. Supervises the completion of all required insurance, Medicare, and Medicaid forms in a timely manner
10. Supervises and follows up on receiving signed service agreements and deposits
11. Reviews and analyzes all financial reports with the Administrator
12. Assists with audits
13. Verifies and assures time slips are signed and in the office on time, assures there are nurses' notes for each entry on the time slips
14. Takes care of any necessary payroll and billing adjustments
15. Assures the correct data entry of patient information and payroll and billing information into the system

JOB CONDITIONS
1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.

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| 4. It requires minimal lifting of office records and printouts. |
| 5. The ability to read 12 point and larger type is required. |
| 6. One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing. |
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EQUIPMENT OPERATION
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
COMPANY INFORMATION
Has access to all client financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Board of Directors

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| QUALIFICATIONS |
| 1. High school diploma or equivalent |
| 2. Two years experience as a payables manager, preferably in the health field |
| 3. Should be a skilled organizer able to manage office files log books and "T accounts" |
| 4. Must possess light secretarial skill and have a polite telephone manner |
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ACKNOWLEDGMENT	
Employee Signature	Date