

Richland County

Position Description

Position Title: Fiscal Specialist

Department: Health and Human Services

Reports to: Business and Financial Services Manager

Pay Grade: 11 G

Date: 10/02/2024

Hours per week: 40

Purpose of Position

Responsible to perform accounting, bookkeeping, administrative and customer service work in support of the Health and Human Services agency.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs fiscal duties in support of accounting processes including verifying, auditing, classifying, processing, tracking, posting and reconciling accounts payable, a variety of billings and payments, reimbursements, accounts receivable and client payments.
- Provides billing and reimbursement processing for state mandated programs to bring in revenue for services provided.
- Processes commercial insurance, Medicare, Medicaid and client billing, authorizations, remittances, appeals and payments in an accurate and timely manner.
- Processes payments, invoices, billings, reimbursements and reconciles agency's revenue and expenditure accounts.
- Provides backup to the Behavioral Health Compliance Specialist.
- Calculates and reconciles agency accounts and credit card payment accounts.
- Maintains spreadsheets for tracking, records, billing, and invoicing purposes.
- Processes reports and claiming for agency departments.
- Inputs and maintains data into agency and State data systems.
- Submits, reviews and processes collections to the Department of Revenue as well as receives and processes payments.
- Enters, submits, and maintains confidential information for provider and program credentialing with insurance companies.
- Maintains client intakes, referrals, schedules appointments, scans and files provider documentation and client records.
- Requests and tracks physician approval for services.
- Assists Business Manager and provides administrative support to agency. Provides front desk staffing.
- Prepares and submits accurate and timely reports.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.

- Participates in committees, trainings, and meetings. Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Represent Richland County Health and Human Services to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups.
- Maintains current knowledge of program requirements and best practices and participates in continuing education opportunities.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one year experience in accounting/bookkeeping and insurance billing; or any combination of education, training and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of modern office procedures, equipment, and software.
- Knowledge of accounting, bookkeeping, and billing.
- Experience and skill with computer data entry.
- Ability to prepare reports and records.
- Knowledge of Microsoft Office software.
- Ability to work under moderate supervision within standard operating procedures.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are

substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date