

JOB DESCRIPTION

Position: Finance Coordinator – Billing & Coding

Classification: Part-Time, Non-Exempt, Hourly up to 20 hours per week

Reports To: Director of Finance

Direct Reports: N/A

Summary/Objective

Working with the Finance Director, the Finance Coordinator will primarily handle billing for school districts, First Steps, processing insurance claim submissions, and researching claim rejects and denials. The position may also perform accounting and finance duties by utilizing accounting software programs to process business transactions. In addition, the Finance Specialists will have a focus on process improvements to realize efficiency.

Key Competencies

- Attention to detail, problem-solving and organizational skills
- Time and schedule management skills
- Collaboration and team management
- Trust, integrity and ability to build positive relationships
- Commitment to confidentiality

Essential functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Accurate preparation and submission of claims to medical insurances, school districts and private pay accounts.
- Status reporting of unpaid claims and collaborate with payors to resolve issues.
- Research claim denials and clearinghouse edits.
- Conduct claim inquiries and appeals.
- Complete requests for medical information and other related correspondence.
- Verify financial eligibility for clients with insurance.
- Stay informed on billing requirements from external agencies, including insurance payors.
- Participate in monthly and year-end close by gathering data to accurately prepare and report financial information.
- Maintain files and documentation in accordance with internal controls and accepted accounting practices. Ensure accounting department record retention process.
- Perform data entry for donor administration.
- Participate in monthly and year end close.
- Special projects related to improving processes and increasing efficiencies.
- Respond to inquiries from internal and external staff regarding financial matters.

Other duties

- Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work environment

- Office environment. No extreme temperatures.
- Hybrid remote work may be considered.

Physical demands

- Sitting, standing, and walking.
- Lifting up to 50 pounds.
- Frequent reaching, stooping, bending, kneeling, and crouching.

Travel required

- Little to none.

Required education and experience

- Understanding of CPT coding, diagnosis codes and medical terminology
- Minimum of 2 years medical billing experience
- Self-starter, analytical and problem-solving skills are a must.

Preferred education and experience

- Associate or bachelor's degree from an accredited school in the field of accounting or finance.
- Previous nonprofit experience a plus.
- Coding experience a plus.

Additional eligibility requirements

- Microsoft Office, including Outlook and Excel
- Accounting software like Quickbooks or others preferred

Signatures

This job description has been approved by:

Manager _____ Date _____

Executive Director _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____