



Job Description: Billing Specialist

Job Duties:

1. Core Responsibilities

- a. Complete monthly billing authorizations for all counties Flatrock Inc is contracted with using FIN or and county billing platform
- b. Communicate regularly with county employees regarding billing issues or concerns
- c. File and audit Resident Files
- d. Submit, document, and file clinical billing
- e. Make collection calls
- f. Data Entry
 - i. Create, print and mail invoices/statements
 - ii. Record all financial transactions on an Excel spreadsheet
- g. Complete paper billings (if needed)
 - i. Complete back-up for the counties
- h. Reconcile and process payments in QuickBooks
- i. Generate financial reports

2. Effective Teamwork & Communication

- a. Maintain a positive, open relationship with clinical team and management
- b. Educate, train, and advocate for all Flatrock Manor residents' rights
- c. Complete any additional task assigned from the Finance Director

3. Requirements

- a. Two years of experience in a billing department (recommended)
- b. Understanding of accounting software such as QuickBooks
- c. Strong computer skills
- d. Ability to be productive without oversight
- e. Excellent interpersonal skills
- f. Strong written and communication skills
- g. Strong focus on accuracy through organization and an attention to detail
- h. Basic understanding of office software and machinery
- i. Works well under pressure and meets tight deadlines
- j. Great time management skills

By signing below, you agree to and understand all of your job responsibilities.



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Printed Name

Signature

Date