

## **Career Advancement Opportunity Notice**

Posting Date: 3/12/14

Removal Date: 3/19/14

### **INFORMATION ON POSITION TO BE FILLED:**

- A. POSITION TITLE: Accounts Receivable Specialist
- B. DEPARTMENT/LOCATION: Trinity Elms
- C. SUPERVISOR: Administrator
- D. POSITION DESCRIPTION: Duties, responsibilities, and qualifications are provided on the attached job description.
- E. SALARY RANGE: Will Be Discussed

### **HOW TO APPLY:**

- Request a **Career Advancement Opportunity Interview Request Form** from the Business Office/Human Resources.
- Return completed Career Advancement Opportunity Interview Request Form to the Business Office/Human Resources.
- A copy of the Career Advancement Opportunity Interview Request Form will be forwarded to your current supervisor and the hiring supervisor.
- The hiring supervisor will contact the applicant to arrange an interview as appropriate.
- If the applicant does not meet eligibility requirement or possess qualifications required for the position, he/she will be informed by the current supervisor.

### **DEADLINE FOR SUBMITTING INTERVIEW REQUEST FORM:**

The last date Career Advancement Opportunity Interview Request forms will be accepted for the position vacancy is 3/19/14

## Lutheran Services Carolinas Job Description

**Job Title:** Accounts Receivable Specialist

**Supervisor (title):** Administrator

**Department:** Business Office

**Approved by:** B. Welch *BW*

**Date:** 3/12/2014

**Position Purpose/Summary:** The Accounts Receivable Specialist ensures that accounting procedures are carried out effectively in accordance with applicable laws and LSC's policies and procedures.

**Essential Functions:** The Accounts Receivable Specialist, in relation to office and in accordance with Federal and State standards and regulations, and LSC philosophies, objectives, and policies, effectively:

1. Verifies actual billing census balances with midnight census.
2. Prepares residents' statements, including applicable charges.
3. Submits all information to LSC Administrative Office in a timely manner for printing and distribution.
4. Mails all statements.
5. Receives all payments and records.
6. Enters all payments in the A/R system; oversees that checks are deposited timely.
7. Completes all aspects of billing for private pay, hospice, insurance, Medicaid.
8. Assures appropriate department managers are notified of changes in resident status.
9. Submits all necessary information to LSC Administrative Office for A/R management and cost reports.
10. May be responsible for administrative functions, including duties as receptionist, answering phone, and relaying calls, as assigned.
11. Assists the administrator in the overall operation of business management.
12. Attends PPS meeting and participates in triple check process.
13. Is responsible for cost report status.
14. Assists LSC Administrative Office during audit period.
15. Completes other duties as assigned.

**Supervisory Responsibilities, if any:** May be responsible for supervising business office staff members as assigned by administration.

### **Qualifications (Minimum Job Requirements):**

Education: High school graduate; college graduate preferred.

Experience: Business college training or previous experience in business office functions. Preferred experience with Medicare/Medicaid billing.

Specific skills/abilities: Proficiency with computers and Microsoft Office Word, Outlook, and Excel software.

Specialized knowledge, licenses, etc.:

**Working Conditions/Physical Requirements:**

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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