

Lutheran Services Carolinas

Job Description

Job Title: Accounts Receivable Specialist

Supervisor (title): Administrator

Department: Business Office

Approved by: B. Welch 

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.