

SKILLS, INC.
ACCOUNTS RECEIVABLE FINANCIAL SPECIALIST

The AR Financial Specialist is a detail-oriented, thorough and organized member of the Finance team. The AR Financial Specialist plays a key role in managing the finances of the organization, including billing MaineCare and individuals' time of service, reviewing authorization letters, reviewing denied claims, posting incoming payments, financial transactions and generating relevant reports. The AR Financial Specialist will work collaboratively with members of the SKILLS leadership team, employees, vendors and customers to ensure accuracy of financial transactions. Key competencies include excellent verbal and written communication skills, software proficiency, data entry and organizational skills.

Reports to: Director of Finance
Supervises: N/A

Responsibilities

1. Accounts Receivable/MaineCare Billing
2. Other Billing/Invoicing as Necessary
3. MaineCare Provider Enrollment / Revalidation
4. Post incoming payments to AR
5. Generate Timesheet Reports to Analyze Staffing Patterns
6. Create necessary reports to track billing
7. Review denials and rebill
8. Continual AR Aging Review
9. Backup AP / Payroll
10. Create and Maintain Periodic Reporting
11. Assist with Annual Budget Process
12. Assist with Annual Audit Preparation
13. Data Analysis and Reporting
14. Special Projects as Required
15. Provide Administrative Support when Required

Policies and Procedures

1. Follow designated policies and procedures, including *Employee Handbook* and safety procedures
2. Maintain confidentiality regarding financial transactions and individuals as defined by Skills Inc. policies and procedures
3. Use established procedures to handle agency finances
4. Uphold agency safety standards

Education, Experience and Requirements

Required:

1. 1+ years of experience in medical billing and accounting
2. Strong oral and written communication skills
3. Proficiency in Excel, Quickbooks and Google Docs
4. Strong organizational and analytical skills
5. Willingness to undergo extensive criminal, Adult and Child Protective Services, and other reference and background checks as required

Preferred:

1. Associate's Degree in business or accounting
2. Experience in MaineCare billing

Wages, Benefits, and Schedule

1. Wages are paid once every two weeks
2. Position is full-time, 40 hours per week
3. Position is non-exempt from overtime regulations
4. A complete description of benefits—including health, vacation, and sick leave—is contained in the *SKILLS, Inc. Employee Handbook*.

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I have reviewed the above job description and I understand the responsibilities and requirements described. I also have reviewed the *SKILLS, Inc. Employee Handbook*. I understand that this job description and my responsibilities may change. As an employee-at-will, I understand that this document does not constitute or create an employment contract.

Signature: _____ Date: _____

Reviewed with employee by: _____ Date: _____