



## TESSA JOB DESCRIPTION

<b>JOB TITLE:</b>	Billing Specialist
<b>REPORT TO:</b>	<b>Finance Director</b>
<b>TIME REQUIREMENT:</b>	40 Hours/Week (1 FTE)   Non-Exempt

**SYNOPSIS:** This is a highly-detailed position responsible for billing grants and Medicaid. Other general bookkeeping and administrative functions will also be required.

### **RESPONSIBILITIES:**

#### Administration and Accounting

- Maintain computerized accounting systems to ensure accurate detail sufficient for various financial reports.
- Support the Program Director in preparing monthly, quarterly and annual grant reports, which may include expense reporting, cash transfers, budgetary tracking, cost allocations and restrictions and provide to the Executive Director.
- Process weekly/monthly third-party billings. Reconcile monthly billings to receipts and resolve all billing issues.
- Assist with biweekly payroll, ensuring accuracy and proper approvals. Includes journal voucher preparation, payroll database maintenance and applicable reports.
- Process invoices for payment, ensuring accuracy, timely payment, authorization limits, signatures and adherence to payables policy.
- Maintain internal controls, filing systems, and updated accounting policies and procedures.
- Participate in local training and initiatives for updates on Colorado Medicaid billing through Colorado Community Health Alliance.
- Special projects as assigned.

#### Client Services

- Treat clients with respect, dignity, and empathy.
- Keep all client information confidential as directed by the client.

#### OTHER

- Commit to TESSA's organizational mission, vision, and operating philosophy of Trauma Informed Care.
- Understand, support, and implement organizational initiatives and strategic plans.
- Attend program, department, and agency staff and other relevant meetings and trainings as required.
- Other duties and projects as requested by supervisor or Executive Director.



### **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA or BS degree preferred
- Two years relevant experience; equivalent combination of education and/or experience may be considered
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills
- Able to give attention to detail while being able to see the big picture.
- Knowledgeable and proficient computer skills, especially with accounting software and Excel
- Valid driver's license and car insurance
- Must be willing to complete and able to pass background and child abuse and neglect history checks.
- Ability to read, write and speak English
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.
- Self-starter; comfortable working autonomously and in teams.
- Able to independently use a computer for Word documents, accounting software, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.

**TESSA is an equal opportunity employer.**

**To apply please send cover letter and resume to  
[sboyles@tessacs.org](mailto:sboyles@tessacs.org)**

**No phone calls please.**