



**GRAND TRAVERSE COUNTY, MI  
BILLING AND FINANCE COORDINATOR JOB DESCRIPTION**

<b>Title:</b>	<b>Billing and Finance Coordinator</b>
<b>GENERAL SUMMARY</b>	
<p>Primary functions of the job are to independently perform professional and technical work to manage an accurate and responsible representation of the financial activities and transactions of the County or a department. Employees in this job may or may not have formal supervisory role, however will be responsible for training, guiding, or leading employees in the designated work unit.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. The employee may be required to travel in his or her own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following)	
<ul style="list-style-type: none"><li>● Oversees the development, operation, and coordination of the accounting and financial activities for a County wide function or a department.</li><li>● Prepares monthly financial statements and supplemental reports and documents as required.</li><li>● Assist in the month-end closing process by compiling and analyzing account information.</li><li>● Provide financial analysis and spreadsheet development as needed to support annual budgeting process, evaluation of new or modified contracts, or evaluation of new services.</li><li>● Support other accounting department staff by answering questions and coordinating duties that have some overlap.</li><li>● Assist finance department personnel, which includes work allocation, training, and problem resolution.</li><li>● Oversees the operations of the billing process, encompassing medical coding, charge entry, claims submissions, payment posting and accounts receivable follow-up. Ensure that billing and cash receipt transactions are accurately processed and recorded appropriately in the general ledger.</li><li>● Analyze accounts receivable balances and ensure follow-up on older balances.</li><li>● Analyze pricing of services and make recommendations for changes needed.</li><li>● Keeps supervisor informed of overall billing operations, changes in billing requirements, and deviations in normal billing processes.</li><li>● Assist in the electronic billing through the department’s electronic health record system.</li><li>● Serves as the practice expert and go to person for all coding and billing processes.</li><li>● Plans and recommends policies and procedures for patient insurance documentation, workload coding, billing and collections, and data processing to ensure accurate billing and efficient account collection.</li><li>● Analyzes billing and claims for accuracy and completeness.</li><li>● Oversees the submission of claims to proper insurance entities and follow up on any issues.</li><li>● Ensures that the activities of the billing operations are conducted in a manner that is consistent with overall department protocol, and are in compliance with Federal, State, and payer regulations, guidelines and requirements.</li><li>● Prepares and analyzes accounts receivable reports, monthly financial reports, and insurance contracts Supervisor.</li><li>● Collects and compiles accurate statistical reports.</li></ul>	



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- Audits current procedures to monitor and improve efficiency of billing and collections operations.
- Reviews and interprets operational data to assess the need for procedural revisions and enhancements. Participates in the design and implementation of specific systems to enhance revenue and operating efficiency.
- Analyzes trends impacting charges, coding, collection, and accounts receivable and take appropriate action to revise policies and procedures.
- Understands and remains updated with current coding and billing regulations and compliance requirements.
- Maintains a working knowledge of all health information management issues such as HIPAA and all health regulations.
- Develops and reviews internal control procedures and implements new procedures as required to safeguard assets and to provide for accurate and secure financial records.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Bachelor's Degree in Accounting or Business Administration with an Accounting major or a related field preferred
- Two to four years of directly related accounting and billing experience

### **CERTIFICATIONS, LICENSES** (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### **CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.



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### **DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve. Regular communications with other employees and the public and the handling of difficult people is expected.

Compared to Accounting Technician, work is more varied and complex, requiring knowledge of Generally

Accepted Accounting Principles (GAAP).

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Considerable knowledge of accounting, (including but not restricted to fund accounting), applicable Federal, State, and County laws and regulations, internal audit procedures and budgets
- Extensive knowledge of accounting systems, terminology, procedures and theory
- Interpersonal skills necessary to deal professionally and courteously with other employees and the public
- Ability to supervise and instruct others
- Ability to compile technical reports
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job
- Ability to interpret and analyze accounting data and transactions
- Ability to maintain confidentiality