

# TITLE OF POSITION: PAYROLL / BILLING / RECEIVABLES MANAGER

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**TITLE OF IMMEDIATE SUPERVISOR: ADMINISTRATOR**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES</b>
Manage the Agency's payroll, bill payments and receivable collections.
<b>RESPONSIBILITIES</b>
Supervise staff payroll, accounts payable and third party billing.
Post workers' salaries on appropriate records, prepare all information needed to prepare checks and payroll reports, verify all payroll deductions and reconciles cash payments related to those deductions.
Process accounts payable according to Agency policy, posts expense and income to appropriate accounts, reviews all phone charges monthly.
Assist in preparation of entry forms for general ledger.
Post all payments in cash payments journal.
Bill outside agencies and third party payers.
Supervise and coordinate credit and collection to include completion of all necessary paperwork and data entry.
Manage credit and collection activities on past due accounts participates in any and all collection activities of problem accounts.
Supervise the completion of all required insurance, Medicare, and Medicaid forms in a timely manner.
Supervise and follows up on receiving signed service agreements and deposits.
Review and analyze all financial reports with the Administrator.
Assist with audits.
Verify and assure time slips are signed and in the office on time, assures there are nurse's notes for each entry on the time slips.
Take care of any necessary payroll and billing adjustments.
Assure the correct data entry of patient information and payroll and billing information into the system.
<b>JOB CONDITIONS</b>
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.

**EQUIPMENT OPERATION**

The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.

**COMPANY INFORMATION**

Has access to all patient financial accounts, personnel records and company financial records, which may be discussed with all management staff, including Governing Body.

**QUALIFICATIONS**

1. High school diploma or equivalent.
2. Experience as a payables manager, preferably in the health field.
3. Should be a skilled organizer able to manage office files log books and "T accounts".
4. Must possess light secretarial skill and have a polite telephone manner.
5. Must have a criminal background check.

**ACKNOWLEDGMENT****EMPLOYEE NAME****EMPLOYEE SIGNATURE****DATE**