



Billing Specialist

Position Description

This position is an hourly, non-exempt

Reports to: Finance Director

Qualifications: Individual must be effective and professional in managing incoming calls and emails in support of our multiple locations. System oriented with high degree of accuracy and attention to detail. Associate Degree preferred or equivalent customer support experience.

Essential Functions:

- Ability to follow and write work instructions
- The ability to sit for periods of 4 hours at a time
- Solid working knowledge of Excel and Word required
- Comfortable managing multiple and simultaneous tasks under short time lines
- Ability to work and make decisions with minimal supervision

Responsibilities include but are not limited to:

Billing Specialist:

- Prepare billing for Voucher and Contracts to EEC and Child Care Resources
- Maintain income eligible & supportive slot management system
- Serve as Kinder wait point person for new income eligible and supportive transitions
- Update databases with children terminations and monies owed
- Provide quality controls and troubleshoot EEC policy & procedures for program managers
- Serve as liaison with EEC and CCR regarding placements
- Other Duties as assigned

General:

- Participate in recommended training programs, conferences, courses and other aspects of related professional growth
- Scheduled work hours are 40 hours, subject to change

I have read and understand the job description. I understand that I am a non-exempt employee.

Print Name

Signature

Date