

JOB ANNOUNCEMENT

Posting Date: 12/10/2018
Position: Senior Staff Accountant
Supervisor: Accounting Manager
Location: Nashville, TN

Job Summary:

Oversees all billing schedules and AR duties; including the supervision of the Accounting Specialist in the area of Accounts Receivable. Responsibilities include the month end reconciliations for various general ledger accounts, assisting with special accounting and general ledger projects assigned by management and assisting with banking activities, such as transferring company funds when required, handling positive pay exceptions, completing monthly bank reconciliations and researching reconciling items, etc.

Primary Job Responsibilities:

1. Oversees all Accounts Receivable processes for DDTN – Reconciles and ensures billing reports are accurate, controls the approval of additional charges, invoicing and collecting payments for claims paid after customer's cancellation date, maintains workflow in order to meet company deadlines, identifies any discrepancies or findings and reports them to management, along with suggestions for the implementation of controls.
2. Supervises the Accounting Specialist with AR posting, billing, and high level customer service issues. Also performs review of work papers prepared by the Accounting Specialist for accuracy prior to them being sent to management.
3. Assists with testing system updates to both the accounting and billing systems to validate data integrity.
4. Coordinates and resolves various banking issues; such as cleared check differences, fraud affidavits, monitors positive pay exceptions, and the transfer of funds to maintain targeted bank balances.
5. Performs accounting functions as assigned including, but not limited to, general ledger account reconciliations, cash applied to A/R, bad debt allowance and non-admitted A/R on a monthly/quarterly basis. Back-up for any accounting duties assigned to other accountants.
6. Responsible for accurate month end receivable and revenue reporting. Assists with the annual external audits (GAAP and STAT) by preparing audit schedules and providing supporting documentation as requested.
7. Conducts customer audits on delinquent accounts. Determines if suspension of claims is necessary and has the security access to place a customer on 'hold'. Reconciles all self-bill clients to ensure any variance is within the percentage according to the client's contract. Any discrepancies are communicated in writing to the management of Sales and Finance.
8. Assists with new client implementations regarding the policy and procedures for all billing

functions and addresses any questions/concerns regarding HIPPA or any other billing security issues.

9. Conform with and abide by all regulatory guidance and internal policy & procedures. Document and update any new procedures/workflows for assigned areas of responsibility.

Perform other related assigned duties as necessary to complete the Primary Responsibilities as described above.

Minimum Qualifications:

- Bachelors of Science in Accounting/Finance or equivalent from an accredited university preferred; however, any suitable combination of education and experience will be considered
- At least four to six years of experience in the accounting and insurance industry. Supervisory experience a plus
- Thorough understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Intermediate to advanced experience with MS Word, MS Excel, and MS Outlook
- Intermediate to advanced knowledge of major accounting software packages. Oracle (PeopleSoft) is preferred
- Excellent verbal, written communication and interpersonal skills
- Ability to work independently and as part of a team and take on new tasks with high level difficulty

Disclaimer

Employees are to adhere to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.
