

MEMORANDUM

TO: Centennial School Board and Jeff Holmberg, Superintendent
FROM: Patrick Chaffey, Executive Director of Business Services
DATE: December 16, 2024
RE: Finance and Medical Assistance Billing Position

Last year we reviewed restructuring the business office and discussed a potential future position addition, which was not acted on at that time. We also have had recent discussions regarding the need for a Medical Assistance Billing position that could potentially generate additional funding through the Department of Health and Human Services. I propose to blend these position duties into a single position to serve both needs.

I am recommending the board approve a new 1.0 FTE position for Finance and Medical Assistance Billing. The job posting is below which outlines the qualifications and duties.

POSITION: Finance and Medical Assistance Billing

DESCRIPTION AND DETAILS:

The Finance and Medical Assistance Billing will perform financial functions within the organization, ensuring accuracy and compliance across processes. This includes handling billing, collections, data entry, account maintenance, payroll, and reconciliations. The Finance and Medical Assistance Billing will also provide essential guidance to stakeholders on financial protocols, assist in audit preparations, and support the maintenance of accurate and confidential financial records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Data & Revenue Collection:

- Maintain, bill, collect, and enter financial data into SEDRA, MEGS, and G5.
- Prepare data verification reports for federal expenditure and ensure accurate and timely reporting.
- Monitor program expenditures for accuracy and compliance.

Grant & Accounting Support:

- Assist departments with accounting questions related to grants, including Special Education and Title programs.
- Prepare invoices, manage accounts receivable, and process payments for district programs.
- Prepare monthly donation reports, reconcile food service deposits, and handle non-sufficient funds (NSF) checks.

Accounts Receivable:

- Manage vendor relationships and update vendor records.
- Maintain records, ensuring timely and accurate payments.

- Prepare and send invoices for revenue collection, and manage uncollectible accounts.
- Reconcile monthly deposits (e.g., food service, donations).
- Assist with preparing and submitting monthly sales tax returns.
- Assist with 1099 preparation.

Financial Reporting & Compliance:

- Prepare and maintain various financial reports for internal and external stakeholders (e.g., UFARS, IRS).
- Ensure compliance with applicable financial laws, policies, and procedures.
- Support audit preparations and assist with financial statement preparation.

Third Party Billing:

- Train departments on third-party billing procedures.
- Perform monthly background checks on providers as required by DHS.
- Report all hours and services provided to MN DHS annually.
- Work with the Health Services Coordinator to ensure health plans meet third-party billing regulations.
- Create time study documentation, train PCA's for certification, and manage PCA care student lists.
- Verify provider logs, ensuring accuracy and completeness of student information, documentation, and claims for DHS submission.
- Assist with Local Collaborative Time Study (LCTS) reports and attend LCTS meetings.

Other Duties:

- Assist with special projects as needed.
- Attend training sessions and workshops to stay current on financial practices and regulations.
- Perform additional office tasks as assigned.
- Other duties as assigned by the Controller and/or Executive Director of Business Services.

QUALIFICATIONS (EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

- Degree in business-related field preferred.
- 3-5 years of experience in a related field preferred.
- General knowledge and experience using UFARS preferred.
- General knowledge of accounting terminology and accounting practices.
- Enhanced knowledge of Special Education programs and terminology preferred.
- Must have excellent written and oral communication skills; ability to effectively communicate with co-workers and customers to aid in satisfying customer requirements.
- Must be detail-oriented and have excellent computer skills (i.e., MS Office Suite, Google) and the ability to learn new computer program applications quickly.
- Must have excellent organizational skills and the ability to prioritize effectively.

TERMS OF EMPLOYMENT: All Year, Confidential Unit

REPORTS TO: Controller