

Payroll and Billing Specialist

TIME: 30 hr./week
BENEFITS: Health, Dental, Cafeteria Plan
SALARY RANGE: \$13.50/hr.
STATUS: Non-Exempt
REPORTS TO: Business/PASS Payroll Manager



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This individual will assist with the operation of the Financial Management Service, which is a payroll management system for individuals self-directing their attendant care through State Medicaid Waiver Programs. This person will direct his/her work complementary to the spirit and intent of the independent living philosophy. This position reports directly to the Business/Payroll Manager.

DUTIES AND RESPONSIBILITIES

- Prepare semi-monthly payroll for processing from the State IVR system.
- Prepare semi-monthly payroll to be sent to accountants and check distribution as needed.
- Prepare monthly client obligation statements, billing, and receipts
- Verify all Integrated Service Plans and Notices of Action for accuracy.
- Assist new consumers with required paperwork to start services within the FMS department.
- Submit consumer's personal care service worker's new-hire information to KBI, State, OIG, Adult and Child Neglect Registry, and any other background checks required by the State.
- Assist with Worker's Compensation claims, audits, and supporting documents.
- Assist consumers with maintaining files and lists on Personal Care Service Workers.
- Maintain all contracts and documentation related to FMS functions and State contracts.
- Handle all incoming inquiries regarding the FMS Program.
- Provide Information and Assistance as requested by the consumer.
- Correspond accordingly with Managed Care Organizations, Community Partners and co-workers.
- Maintain on-going filing.
- Advise Business/Payroll Manager of any problem(s) and propose solution(s)
- Maintain accounts payable and receivable.
- Facilitate outside agency audit of system.
- Prepare FMS information for annual agency financial audit.
- Facilitate occasional outside system audits.
- Liaison with state and private fiscal agents.
- Interact with other staff and agencies in all waiver systems.
- Prepare and maintain monthly program data for Executive Director
- Provide systems advocacy as opportunities arise or as requested by supervisor.
- Provide individual advocacy as time permits or as requested by supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate Degree or equivalent college experience.
- Minimum of two years' experience in Payroll processing and A/R, A/P.
- Experience using Microsoft Word and Excel.
- Sensitivity to the needs of persons with disabilities.
- Demonstrated ability to work independently, identify problems, develop solutions, and effectively communicate with those involved.
- Demonstrated ability and willingness to work cooperatively with others.

PREFERRED QUALIFICATIONS

- B.S. degree in accounting or related field.
- Qualified person with a disability.
- Minimum 2 years' experience in human resource management.
- Experience in accounting or a related field.
- Experience in customers service.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability. The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.