

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Medicaid / Billing System MAC & MTS

QUALIFICATIONS

- High School Diploma or equivalent or Florida Special Diploma.
- Demonstrated knowledge of bookkeeping.
- Ability to word process/type accurately, file, prepare reports accurately, and maintain system of keeping records.
- Demonstrated ability to create and maintain financial spreadsheets, balance sheets and databases.
- Two (2) years of office experience.
- Computer data entry experience preferred.

REPORTS TO Director, ESSS or designee

SUPERVISES No supervisory duties

POSITION GOAL

To serve as support for Medicaid and MAC & MTS systems for budget billing and data information contact for ESSS Department and District.

PERFORMANCE RESPONSIBILITIES

1. * Maintain fund 100 and 400 for Medicaid Division.
2. * Prepare and process all purchase orders.
3. * Receive and process all billing documentation.
4. * Assist in budget amendment procedures for fund 100 and 400 grants.
5. * Prepare and verify Medicaid billing activity reports.
6. * Maintain current and accurate records for Medicaid audit.
7. * Enter billing documentation into Medicaid tracking system.
8. * Serve as contact for the department pertaining to inservice records and information.
9. * Maintain audit requirements for federal monthly monitoring.
10. * Maintain Medicaid and special project funds.
11. * Maintain and prepare data for financial surveys and budget transfers for Medicaid.
12. * Maintain current tracking for department and federal projects.
13. * Review budget to determine fiscal impact, expenditure forecasting and account discrepancies.
14. * Assist Medicaid administrator with local and state Medicaid offices.
15. * Process information for administrative claiming.
16. * Maintain all necessary records and data for MAC system.
17. * Function as the District contact/liaison for all MAC system meetings, state and local.
18. * Process all necessary budget and data forms for billing of district for MAC and MTS systems.
19. Perform other duties as assigned by the Director, ESSS or designee.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AS-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **51**

ADA CODES

2 Sedentary Work
3 A/C/G-L/O-P/S-V
4 None

BOARD APPROVED

August 15, 2001