

## **Adventure Works of DeKalb County, Inc.**



**Position:** Billing and Administrative Manager

**Reports to:** Executive Director

**Hours:** Salaried, Exempt, full-time position

**November 2021**

### **Description**

The Billing and Administrative Manager (B-AM) will have operational responsibility for Adventure Works' revenue integrity, facility management and administrative oversight. The Billing and Administrative Manager will have general knowledge of healthcare billing (in relation to insurance and industry regulations), payroll and labor laws, and connections with the ethos and mission of the organization. The B-AM will be thoroughly committed to the Adventure Works mission and create a positive and compassionate culture in executing the mission.

### **Core Competencies**

1. Proficient in healthcare billing and coding
2. Professional experience in office/administrative management
3. Unwavering commitment to quality programs and data-driven organizational decisions
4. Ability to nimbly adapt to changing needs of growing operations
5. Action-oriented, entrepreneurial, and innovative approach to administrative management
6. Ability to work effectively both independently and in collaboration with diverse groups of people
7. Passion for the work of the organization, integrity, positive attitude, and self-directed
8. Strong team player that values and uplifts all members of the organization
9. Collaborative leadership

### **Required Qualifications**

Minimum of five years administrative management duties.

Experience in healthcare billing including insurance providers.

Experience in Quickbooks.

Prior personnel managerial experience.

Prior experience with payroll processing.

### **Preferred Qualifications**

Mental health service provider billing.

Facility oversight/management.

Experience in small office environments.

### **Supervisory and Reporting**

The Billing and Administrative Manager reports to the Executive Director. The front office staff and the Maintenance/Custodial staff report to the Billing and Administrative Manager. The B-AM is responsible for evaluating direct reports annually and assisting in professional development and performance plans and goals.

## **Duties and Responsibilities**

1. Coordinate and manage client and agency billing (50%)
  - a. Benefit-check clients with insurances, managing pre-authorizations
    - i. Coordinate with front office staff postings (mailed checks) from payers
    - ii. Monitor copays and balances remaining on A/R
  - b. Manage external agency billings (DeKalb County Mental Health Board)
  - c. Contract and fee schedules with DCFS and DCFS post adoption departments, monthly billing, coordinating quarterly medical reports, and exercising good judgment
    - i. Includes Subcontractors of DCFS which include Children's Home and Aid, Youth Service Bureau, and Lutheran Social Services, monthly billing, and coordinating quarterly medical reports.
  - d. Monitor and manage daily claim submissions through the clearinghouse, review any rejections
    - i. Send corrected billings to insurances as appropriate
    - ii. Monitor denials and manage with insurance companies
  - e. Manage Quickbooks cash receipts and accounts receivable
  - f. Prepare regular and ad-hoc billing and accounts receivable reporting when required and/or requested.
2. Assist in management of Adventure Works expenses (10%)
  - a. Record and classify expenses in Quickbooks
  - b. Track/Assist in accounts payable electronic payments
3. Assist in employment related duties (10%)
  - a. Maintain and manage confidential employee files
  - b. Submit bi-weekly payroll via Paychex (Approved by Executive Director)
  - c. Initiate and onboard new employees
4. Manage Adventure Works facility (20%)
  - a. In coordination with the (Maintenance/custodial position), ensure that AW facilities are clean, maintained and safe for AW clients, staff and visitors.
  - b. In coordination with the (Client service/front office position), ensure that AW facility occupancy is properly- scheduled, tracked and maintained to provide client privacy.
  - c. Manage AW facility rentals and group facility requirements.
5. Other Duties as Assigned (10%)
  - a. Small AW office setting often requires the B-AM to perform other duties as assigned when necessary for efficient operations.

## **Modality of Work**

Adventure Works promotes a flexible workplace. The B-AM position will require a minimum of 50% on-premise presence to assist in daily operations and supervision, with the remainder of time optional for remote working. AW provides mobile technology to be used solely for the purpose of AW operations. AW will provide workspace for the B-AM which may or may not be shared with other AW staff when necessary.