

**SOUTHWEST BEHAVIORAL CARE, INC.**

**JOB VACANCY NOTICE**

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Fiscal Technician 2 (Full-time)  
Drug & Alcohol Patient Accounts (Greensburg Office)

PAY GRADE: 8

WAGE: \$22,757 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Performs procedures and tasks necessary to maintain the continuum of Fee for Service processing of billing and collections.
- Generates invoices for appropriate service authorization for units of service provided by clinical staff.
- Monitors the billing and payment process with accounts receivable.
- Generates and reviews the monthly accounts receivable report and follow-up on unpaid claims.
- Addresses and researches denied claims and identifies problem areas for revision and claim resubmission.
- Identifies weaknesses in the FFS process and assists in the correction of problem issues.
- Verifies the service data entry logs for completeness and accuracy.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Associate Degree in Accounting or Business Administration and two years of experience or any equivalent combination of experience.
- Demonstrated ability and skill using computer software and word processing equipment.
- Demonstrated knowledge of elementary accounting procedures and terminology.
- Demonstrated ability to establish and maintain effective working relationships with internal staff and vendors.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Public Welfare and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to sit for long periods of time during the work day.
- Ability to identify inconsistencies in data and format and communicate findings to the supervisor.
- Ability to understand and carry out specific instructions.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., **OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607**, email [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1986 – NO LATER THAN APRIL 5, 2019.

EQUAL OPPORTUNITY EMPLOYER