

Account Technician

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work coordinating the reimbursement, reconciliation, submission and monitoring of Medical Assistance Claims, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Auditor - Treasurer and oversight of the Fiscal Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Verify documents and authorize payment of voucher claims including Medical Assistance transportation, Part B Insurance, Cost Effective Health and SSIS vendor payments and IFS administrative payments.
- Monitors and manages Social Welfare Fund, prepares and processes receipts and disbursements, correcting adjustments, and month end/year end reporting, coordinates with clients, providers and case aides, providing information and reports as required.
- Maintains and manages Account Collections (ACS) billing: entering invoices and payments and maintaining the accounts of clients.
- Code, enter, balance and post receipts while verifying account numbers, descriptions and amounts
- Generate and distribute warrants, account statements and reports to clients, coworkers and supervisors
- Reconcile reimbursements and maintain records of same
- Prepare and submit billing claims in different programs for reimbursement including MA, income maintenance insurance, social services, public health and SSIS via batch resubmission or manual entry
- May act as SSIS Fiscal Mentor, Security Liaison for state systems, EBT card audit, GRH recoveries, SWF Representative payee report

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; general knowledge of software manuals, DHS website, MapQuest, internet search engines, DHS Technical & Procedural Bulletins, SSIS Technical & Procedural Updates and Mentor information; thorough knowledge of Agency Collection System billing statement and Medical Assistance Remittance Advice; general knowledge of Board Approval Reports and Warrant Registers; general knowledge of standard office equipment including postage meter and scanner; thorough knowledge of standard office computer software; thorough knowledge of Agency Collection System (ACS) and State programs (MAXIS, MMIS, PRISM and MEC2); general knowledge of IFS (Integrated Financial System), SSIS (Social Service Information System), MN ITS (Minnesota Information Transfer System), Nightingale Notes, check printer and scanner, general knowledge of DHS-SIR; ability to make arithmetic calculations

Education and Experience

Associates/Technical degree in Accounting, or related field and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or

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quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligible
Annual HIPAA Training
Annual Data Security and Data Practices Training
MAXIS State Program
SSIS State Program
MEC2 State Program
Valid driver's license.