

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

MEDI-CAL REIMBURSEMENT ACCOUNTING CLERK II

BRIEF DESCRIPTION:

Under the direction of the Assistant Superintendent of Business Services and working in coordination with the District's school nurses, the **Medi-Cal Reimbursement Accounting Clerk II** part-time position is responsible for providing administrative support for the coordination of the District's two Medi-Cal Reimbursement Programs: Medi-Cal Administrative Activities (MAA) and Medi-Cal LEA Billing Option (LEA).

DUTIES & RESPONSIBILITIES:

Responsibilities will include but are not limited to:

Program Participant Coordination, which includes:

- Attend LEA and MAA coordinator trainings
- Coordinate annual trainings for district employees and ongoing training for MAA time survey participants (new and remedial trainings).
- Assist participants in both programs to accurately complete and submit documentation, to include individualized participant training.
- Distribution of billing materials, reviewing invoices, and creating participant packets.

Quality Assurance, which includes:

- Reviewing all billing documentation for errors and compliance in a deadline-driven environment.
- Maintaining audit binders/files for both programs.
- Maintaining participant databases and preparing monthly reports.
- Maintaining continuous contact/communication with 3rd party biller.

Maintaining Program Health & Developing Program Strategy, which includes:

- Tracking documentation submittals and program budgets.
- Program planning with District's billing vendor to maximize revenue.
- Working with various community agencies to increase Medi-Cal outreach efforts.
- Working with the district nurses, speech/language pathologists, school psychologists, and site lead participants in the systematic collection of participant documentation.
- Maintaining regular communication with participants and district personnel.
- Program planning with MAA participants to maximize MAA reimbursements

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KNOWLEDGE & ABILITIES :

The successful candidate will have excellent organizational skills, independent, a critical thinker and an energetic individual with strong written and verbal communication skills and be able to perform well under deadlines. Knowledge and experience using Windows and Macintosh computer applications is a must. Knowledge of Microsoft Office computer applications, especially Excel and Word and the ability to manage databases.

EXPERIENCE:

Previous MAA reimbursement and coordination of program experience desirable.

SPECIAL REQUIREMENTS:

Must have a vehicle and a valid driver's license, clean driving record and access to a personal vehicle for use during business day as driving to school sites will be a necessary part of the position.

PHYSICAL DEMANDS & WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Salary Range: Row 13 of the Classified Salary Schedule
(Prorated to 4 hours part-time/12 months)