

**KERSHAW COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: RBHS Bookkeeper/Medicaid Administrative Assistant

Reports to: Director of Intervention and Enrichment and Chief Academic Officer

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized bookkeeping, Medicaid billing, and administrative support duties for the district's Rehabilitative Behavioral Health Services (RBHS) program and the Office of Instruction. Coordinates student, provider, and financial records; processes and monitors reimbursement claims; supports accountability and audit preparation; and maintains efficient office operations. Reports to the Director of Intervention and Enrichment.

QUALIFICATIONS

Requires a vocational or technical diploma or degree in accounting, bookkeeping, Office Systems Technology, or a related field, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

SPECIAL KNOWLEDGE AND SKILLS

- Proficient typing and word processing skills, with a minimum of 35 words per minute, and accurate data entry and file maintenance skills.
- Proficiency in Microsoft Office applications and the ability to develop and maintain spreadsheets, databases, financial reports, and electronic records.
- Knowledge of basic accounting principles, reconciliation procedures, and Medicaid billing and documentation processes, or the ability to acquire this knowledge.
- Effective organizational, communication, customer service, and interpersonal skills; ability to develop and maintain positive working relationships.
- Ability to prioritize assignments, manage deadlines and frequent interruptions, demonstrate initiative, and work independently.
- Ability to maintain confidentiality, exercise sound judgment, and follow district and program procedures.

EXPERIENCE

Three to five years of bookkeeping, accounting, or related administrative experience, preferably in a public education or healthcare setting, or equivalent education, training, and experience. Experience with Medicaid reimbursement, RBHS documentation, and customer service preferred.

MAJOR RESPONSIBILITIES AND DUTIES

RECORDS REPORTS AND CORRESPONDENCE

- Prepare correspondence, forms, schedules, meeting agendas, spreadsheets, and reports for the Director of Intervention and Enrichment.
- Compile, maintain, and file physical and computerized financial records, program reports, correspondence, and supporting documents.
- Prepare quarterly summaries of RBHS claims, reimbursements, outstanding balances, and documentation concerns for the director and appropriate finance personnel.
- Maintain program calendars, reporting deadlines, and a departmental deadline matrix and To Do List; follow up on outstanding items.
- Coordinate provider meetings and training activities; maintain attendance records and distribute program communications and updated procedures.

- Provide records and billing reports for local, state, and federal audits and quality assurance reviews; assist with responses and track corrective actions assigned by the director.

FILE MANAGEMENT

- Prepare, maintain, and review student Medicaid and RBHS files for completeness and accuracy; track eligibility, parental consent and releases, service documentation, and other required supporting records.
- Work with parents, case managers, and service providers to obtain missing forms and resolve documentation concerns before claims are submitted.
- Maintain provider registration, qualification, licensure, and training records; monitor expiration dates and report concerns to the director.
- Maintain secure physical and electronic files, contact lists, inventory records, and office communications in accordance with district procedures.
- Process staff attendance records, travel documentation, incoming and outgoing mail, and other departmental forms as assigned.
- Receive and greet visitors, answer incoming calls, take reliable messages, provide program information, and route inquiries to appropriate personnel. Maintain confidentiality of student, family, provider, and financial information.

ACCOUNTING AND INVENTORY

- Develop, maintain, and reconcile RBHS Medicaid billing and reimbursement records; review claims and supporting documentation for accuracy and completeness.
- Submit authorized claims, monitor claim status, research denials and discrepancies, and process corrections and rebilling within applicable deadlines.
- Reconcile payments and outstanding claims with district financial records and billing reports; coordinate with Finance to address incorrect payments, adjustments, and refunds.
- Monitor documentation and billing participation; provide training and technical assistance to staff and providers on consent forms, service records, billing procedures, and required timelines.
- Maintain procedure manuals, checklists, and training materials; attend program training and communicate reimbursement and documentation updates to the director and affected staff.
- Perform departmental bookkeeping duties, including initiating purchase orders, coding invoices, reviewing vendor statements, monitoring budget balances, and maintaining expenditure and reimbursement records.
- Prepare and route authorized invoices, timesheets, and reimbursement requests to appropriate district personnel; maintain supporting documentation.
- Monitor office supplies and equipment inventory; coordinate purchases, maintenance work orders, and equipment repairs as authorized.
- Serve as an administrative liaison among the director, school personnel, Finance, service providers, families, and relevant agencies.
- Maintain office efficiency by organizing office systems and workflows; collaborate with other administrative personnel to support departmental activities.
- Participate in assigned professional development and perform other related duties assigned by the Director of Intervention and Enrichment.

EQUIPMENT USED

Computer, printer, copier, scanner, telephone, calculator, and other standard office equipment; district financial systems, Medicaid billing platforms, spreadsheets, databases, and word processing software.

WORKING CONDITIONS

MENTAL DEMANDS, PHYSICAL DEMANDS, ENVIRONMENTAL FACTORS

Maintain emotional control under stress; work with frequent interruptions and time-sensitive deadlines; exercise accuracy and discretion when handling confidential records. Work involves prolonged computer use, repetitive hand motions, sedentary to light physical activity, and occasional lifting or carrying of light materials weighing approximately 5 to 10 pounds. Occasional travel to district locations, meetings, or training may be required.

DISCLAIMER: This job description is not an employment agreement or contract. Management reserves the right to revise the job description as the district needs change.