

Student Claims/Accounts Receivable Generalist
Job Description

Title or Position: Student Claims/Accounts Receivable Generalist

Job Description

The Business Office Support Specialist through various activities which include maintaining NDSEC profile, member district billing, accounts receivable, Medicaid, student, reimbursement claims, and ISBE reporting.

Core Competencies:

- Strong communication skills
- Attention to detail
- Practices continuous professional improvement
- Demonstrates job specific skills required to meet essential job functions

Qualifications:

- Some relevant college coursework preferred
- Demonstrate skills in general office software and financial applications.
- Minimum two years experienced preferred.

Essential Job Functions:

- Calculate, prepare, and distribute NDSEC Tuition billing.
- Calculates all related service minutes and tracks data for billing purposes.
- Maintains NDSEC Profile with all staff and student information.
- Prepares annual projections for NDSEC programs for member districts.
- Collects and inputs data for Medicaid Administrative Outreach, Fee for Service and quarterly reports for NDSEC's member districts.
- Prepares and submits all ISBE Pupil Reimbursement Claims including Private Facility Room & Board and Special Education Orphanage Claims for all NDSEC Member Districts.
- Process and monitor staff reported data for Medicaid Fee for Service claims and assist all staff with data entry problems and questions.
- Creates and maintains all User Fee contracts to districts
- Maintains accounts receivable spreadsheet for NDSEC tuition and flow-thru billing
- Calculates cost sheets and distributes Inter-District Billing for NDSEC Member Districts
- Submit NDSEC Teacher Course Assignment in SIS, Submit NDSEC Student Course Assignment to Member districts.
- Creates invoices and distributes any necessary NDSEC billing for school districts and staff.
- Backup to Student Data Assistant.
- Other duties and responsibilities as assigned Contract:

260 days (12 months) Paid Work Hours: 7.5 hours/day

PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Required:

Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements:

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes.

1. How much daily/weekly on-the-job time is spent on the following physical activities?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying school supplies, moving equipment, implementing emergency procedures, provision of academic instruction

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.