

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Billing Specialist
JOB CLASS CODE:	TBD
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Designated Director
SALARY SCHEDULE:	165
CONTRACT TERMS:	200 days (7.5 hours per day)
FLSA STATUS:	Non-Exempt

REQUIRED QUALIFICATIONS

High School Diploma or GED

Comprehensive knowledge of electronic recordkeeping systems

Demonstrated experience in interpreting and applying laws, codes, and/or regulations

PREFERRED QUALIFICATIONS

Two years of full-time medical billing experience

Demonstrated proficiency with electronic health record systems

Demonstrated experience in training staff or supporting staff development

SCOPE OF RESPONSIBILITIES

In collaboration with designated program directors, reviews, monitors, submits as needed, and coordinates submission of billing for qualified student services across a range of program areas to ensure optimal service to students and to maximize allowable reimbursement through designated programs. The position requires exceptional attention to detail, a commitment to remaining current on applicable program and governmental guidelines, and skill in training and supporting other staff regarding reimbursement processes and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintain accurate records with specific attention given to billing codes

Complete data entry and ensure verification of data

Serve as lead trainer related to reimbursement procedures, with an emphasis on both formal and informal training, ongoing support, modeling, and providing technical support

Produce and analyze reports to ensure compliance with applicable laws and regulations, maintain integrity and accuracy of data, and identify opportunities to further optimize reimbursement

Read, interpret, analyze, and communicate current and developing policies and regulations related to reimbursement programs

Prioritize work to ensure critical job functions are completed at a high level within established time parameters and various program deadlines

Demonstrate mastery of applicable terminology related to billing, medical and related services, and reimbursement procedures

Reconcile submissions for reimbursement with actual reimbursement receipts to confirm actual reimbursement data and identify potential areas for improvement

Communicate effectively, both orally and in writing

Perform other duties commensurate with the position as assigned by the supervisor/superintendent/designee

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PHYSICAL DEMANDS

The work is performed by sitting, standing or walking. The work requires the use of hands for simple grasping and fine motor manipulations. The work at times may require bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

The days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with the adopted classified personnel salary schedule. Leave accrual will occur as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified personnel. Evaluations will be conducted by the supervisor or his/her designee.

WCBOE 07/20/2026

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date