

*FLSA Status: Exempt***GENERAL DEFINITION OF WORK:**

- Performs intermediate paraprofessional work and administrative work assisting with the implementation and administration of the Revenue Recovery Program; manages all program documentation; does related work as required including preparation of financial and statistical reports, analyses, studies and spreadsheets. Work is performed under supervision of the Accounting Manager and the Financial Services Division Chief.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing, maintaining and reconciling Fire and Rescue Revenue Recovery Program; assisting with the implementation and administration of the Revenue Recovery Program; preparing and maintain journal entries and reconciling to reconcile revenue and accounts receivable in the County's financial reporting system; preparing and maintaining computerized records system.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitors Revenue Recovery Program and ensures accuracy of all billings and reimbursements and that records are current.
- Coordinates and communicates with Fire & Rescue staff to ensure that proper documentation is prepared, maintained, and disseminated to appropriate third parties and agencies.
- Assists County staff with questions and concerns about the Revenue Recovery Program.
- Coordinates with the third party biller to process patient refunds and coordinate with Accounts Payable to ensure timely refund to patients.
- Analyzes and resolves billing disputes and answers questions from citizens.
- Processes citizen requests for hardship waivers in coordination with the Treasurer.
- Prepares and reconciles reports to include number of transports made, total amount billed and total funding received from the program.
- Prepares quarterly mileage reimbursement payment request and reconciles to data available from external billing vendor.
- Assists with the preparation and monitoring of the Ambulance Billing Special Revenue Fund budget.
- Assists volunteer fire stations with preparation and reconciliation of budgets and ensures compliance with county policies.
- Reconciles cash collections per the external billing vendor to receipts in the County's accounting system on a monthly basis.
- Reconciles monthly billing per the external billing vendor to the County's dispatch system.
- Analyzes revenues and accounts receivable at month and year end to ensure proper recording.
- Prepares reports to include number of transports made, total amount billed and total funding received from the program.
- Maintains and prepares journal entries for accounts receivable for month and year end financial reporting and auditing.
- Serves as contract administrator for external billing vendor as needed.
- Attends the Ambulance Revenue Recovery Oversight Committee meetings and provides financial data or related information as requested.
- Coordinates annual internal reviews of Volunteer Fire & Rescue companies.
- Coordinates budget and other financial matters pertaining to the Volunteer Fire & Rescue Association.
- Assists various Volunteer Fire & Rescue companies with monthly bank reconciliations.
- Reviews station disbursements to ensure compliance with County guidelines for use of the County's annual operating contribution. Performs related tasks as required.
- Coordinates the distribution and reporting requirements for the Virginia Dept. of Fire Programs Aid to Locality funding program.
- Coordinates the distribution and reporting requirements for the Virginia Dept. of Health (OEMS) Four-for-Life funding program.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of accounting practices and procedures; thorough knowledge of medical billing and payment processes and procedures; thorough knowledge of HIPAA policies and procedures; thorough knowledge of accounting terminology, methods, procedures and equipment; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to express complex and technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation with an Associates degree in Accounting or Business Administration and 2 years of accounting/medical billing experience or a Bachelor's degree in Accounting or Business Administration.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently or constantly to move objects; work requires standing, lifting,, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

Reason	Date_____	Name_____
		Signature_____
	Date_____	Supervisor_____