

# Southwest Regional Education Cooperative #10

## MEDICAID FINANCIAL COORDINATOR Job Description

**TITLE OF JOB:** MEDICAID FINANCIAL COORDINATOR

**OBJECTIVE OF JOB:** To accurately perform all requirements in the area of Medicaid billing, communication with school districts and Medicaid contact personnel.

**JOB LOCATION:** Office will be in Deming, NM

**REPORTS TO:** Finance Director and/or Executive Director

### **SALARY/CONTRACT/MINIMUM EDUCATION &/OR EXPERIENCE:**

- 220-day contract; 10 days paid personal leave
- Salary range \$38,000 - \$50,000; final salary based on education and experience.
- Bachelor's degree in Finance, Accounting, or related field preferred.
- High School Diploma or equivalent
- Two-Four years experience in Finance/Budget/Accounting preferred.
- Proficiency with current MS Windows and Microsoft Office Applications- specifically Excel.

### **QUALIFICATIONS/SKILLS:**

- Technology Integration experience in Microsoft environment (Excel, Teams, Outlook, One Drive, Planner, etc.).
- Experience in analyzing financial data and preparing financial reports.
- Working knowledge of the MSBS (Medicaid School Based Services) Program/previous experience with Medicaid billing.
- Computer/data processing skills.
- Good time management and human relations skills.
- Ability to compile, organize, and analyze data and create/maintain reports.
- Confidence to effectively communicate and/or present and train on information to staff, customers, and constituents both verbally and in writing.
- Must complete all time sensitive work by due dates.

### **ESSENTIAL FUNCTIONS:**

- Represent SWREC #10, its' districts & NM Public Education Department in a positive manner, while interacting with the public and colleagues.
- Good telephone manners, good personal relation skills, and a courteous response to all inquiries.
- Good computer, typing, and calculator skills; With attention to details
- Demonstrate effective use(s) of technology (Microsoft – Word, Excel, Power Point, Teams, etc.)
- Adhere to applicable federal, state, and local guidelines and regulations for all children.

*SWREC 10 does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.*

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- Ability to take initiative, cross train in other positions, and work under pressure.
- Must be highly detail oriented and proficient in Microsoft Excel
- Other responsibilities/duties deemed necessary & appropriate by administration.

Personnel/Working in conjunction with other Medicaid personnel regarding the following:

- Develop and maintain a database of Medicaid participant's information according to program guidelines and regulations.
- Develop and maintain a database as required.
- Compile financial data in accordance with reimbursements
- Develop and maintain reports of financial data
- Maintain cleanliness of personal working space
- Responsible for filing Medicaid records in a properly designated and orderly manner
- Practice confidentiality
- In the absence of a co-worker in any of these positions, each coordinator will be required to aide in the functions/performance of each other's duties to ensure that all duties were fulfilled.
- Attend quarterly and annual meetings/trainings required by the MSBS Program
- Maintain non-district yearly contracts
- Assist in maintaining provider files, license and service documentation
- Reconcile all reimbursements/payouts to districts and charters in the MSBS program
- Prepare payouts and backup documentation for reimbursements to districts and charters

### **PERFORMANCE RESPONSIBILITIES / WORK TRAITS:**

- Ability to work under minimal supervision.
- Must be self-starter and exercise initiative & judgement in performing job.
- Exhibit the ability to understand oral & written instructions.
- Must demonstrate strong written, verbal, and interpersonal skills.
- Must demonstrate adaptability in relations with co-workers.
- Facilitate open communication amount colleagues, supervisors, district staff. & school site personnel.
- Maintain highest level of professional competence through continued professional development and training.
- Must be willing to travel within the assigned region as well as the state of NM (as needed).
- May need to use own vehicle for travel (mileage reimbursement will be provided).
- Valid NM Drivers' License.
- Must complete a background check.
- Must maintain high level of confidentiality.

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