
POSITION:	Accounting/Data Specialist
AFFILIATION:	NONA
REPORTS TO:	Executive Director of Finance & Operations

SUMMARY

Under the direct supervision of the Executive Director of Finance & Operations and in coordination with the Assistant Superintendent for Special Education, and in accordance with established policies and procedures, the Accounting/Data Specialist will provide leadership and coordination in the areas of Medicaid billing, pupil accounting, and data systems supports for Eaton RESA and constituent local school districts.

The position will perform a variety of tasks related to Medicaid reporting/billing, pupil accounting/auditing and special education data collection/management needed to support financial and regulatory compliance for these and related programs. The position will provide coordination and support for a broad range of stakeholders. The incumbent will function as the subject matter expert in the area of Medicaid billing/reimbursement.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Medicaid reporting/billing:

- Audits records, logs and recorded information/data to assure regulatory compliance
- Facilitates completion of distribution and review of quarterly staff pool lists
- Conducts follow-up and verification to assure completion of Random Moment Time Studies
- Organizes/analyzes data and creates reports
- Monitors and provides feedback to local districts regarding Medicaid services (e.g. volume, status, notes, compliance, and policy)
- Anticipates and monitors compliance in areas such as service reporting and licensure and assist districts in meeting compliance standards and requirements
- Conducts internal audits (quality control) regarding student records and reporting
- Provides support for the review and submission of data and compliance issues related to School-Based Services
- Reviews and updates Medicaid eligibility and national provider identification data for claim requirements
- Monitors changes in policy and practice and maintains Eaton RESA's Medicaid policy book to ensure compliance with Medicaid rules
- Directs regular and ongoing communications with local district staff to provide front line support, respond to requests and resolve issues
- Develops training materials for workshops and presentations to update district staff regarding Medicaid requirements
- Trains and provides ongoing assistance to special education staff and administrators in use of Medicaid related electronic information systems

Student Data/Records Management:

- Coordinates with District's contracted Pupil Accounting Consultants to assure timely and accurate submissions of pupil accounting records
- Creates and manages user profiles and provides technical assistance for personnel who may experience errors or challenges or who otherwise need individual assistance to utilize student data information systems
- Coordinates training and professional development with teachers and staff in the use and implementation of student data information systems
- Creates and maintain reports using student data information systems

Other Responsibilities:

- Serves as a district representative on the Michigan Medicaid, Special Education or general software user groups
- Attends related training and group meetings as needed
- Provide back-up support for Accounts Payable, Accounts Receivable and Payroll functions
- Performs other duties as assigned

The listed tasks are intended to describe the nature and level of work being performed by a person in this position. This is not an exhaustive list of all job duties performed nor is it expected that all positions will be assigned every duty.

QUALIFICATIONS

CERTIFICATES, LICENSES, REGISTRATIONS (If Applicable):

- None

EDUCATION, TRAINING & EXPERIENCE:

Required

- Possession of an Associate's degree in business, accounting, computer science or related field..
- One (1) year or more experience with Medicaid and/or student information databases.

Desired

- Bachelor's degree in business, accounting, computer science or related field.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the requirements and processes of Medicaid billing/reimbursement
- Knowledge of pupil accounting regulation and processes
- Knowledge of accounting and business practices related to financial records and reporting
- Considerable skill in reporting writing and database management
- Skill in identifying and resolving discrepancies in data reports
- Ability to initiate work and balance a variety of duties and responsibilities.
- Ability to communicate effectively with a variety of audiences both orally and in writing.
- Ability to exercise discretion and confidentiality in dealing with all stakeholders.
- Ability to work independently and within teams to accomplish identified goals and strategies.
- Ability to build and maintain positive working relationships with constituent district staff, internal department staff, vendors, and other stakeholders
- Ability to maintain strong attention to detail and high degree of accuracy

- Ability to apply critical thinking skills in rendering solutions to various issues
- Ability to adapt and respond to multiple priorities and demands
- Ability to understand complex statutes, rules, regulations, policies and procedures

PHYSICAL EFFORT & WORKING CONDITIONS:

- Sitting – possibility of long periods of time
- Standing/Walking/Bending/Stooping – some
- Lifting – involves minor lifting

SPECIAL CONSIDERATIONS

- Pre-employment testing may be required.
- Position may require work evenings, weekends, and summer months.
- Position requires the employee to provide his/her own transportation for job related travel.
- Position requires regular and predictable attendance at the workplace.

Revised: July 22, 2024

Eaton RESA does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively “Protected Classes”), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte, Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.