



BILLING AND PAYROLL SPECIALIST

The Billing and Payroll Specialist will be responsible for processing billing, payroll and performing billing reconciliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Follow established guidelines, policies, and procedures in performing all areas of weekly billing/ payroll processing and balancing for several divisions
2. Gather, arrange, and input payroll date correctly and timely
3. Ensure reports are balanced and records are properly maintained
4. Perform weekly and monthly billing processing for several divisions
5. Process clients' invoices per contracts delivered
6. Responsible for taking collections and posting payments correctly
7. Provide appropriate answers to clients' questions
8. Create several reports using Excel and make sure all records are properly maintained
9. Responsible for initiating and creating debit and credit memos
10. Provide solutions to invoices with problem by carrying out relevant investigation
11. Ensure all incoming and outgoing mails are processed
12. Establish, calculate, maintain and process payroll for hourly and salaried employees every two weeks
13. Operate and examine payroll register and reports to detect possible errors for correction
14. Ensure accurate records of payroll by carrying out regular system updates in areas like status changes, benefits deductions, time off accruals, and tax withholdings
15. Process garnishments, child support orders, any other involuntary deductions for appropriate deduction and payment
16. Provide agencies of state and federal governments needed payroll and billing information.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment at Coral Behavioral Services. Each staff member shall serve as a role model for clients in how to conduct themselves as citizens and as responsible, educated human beings. Each staff member has a legal responsibility to help instill in clients the belief in and practice of ethical principles and democratic values.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, must be able to see and hear the entire group if applicable, and moving light furniture may be required. This job classification may have a potential risk for occupational exposure to blood and other potential infectious bodily fluids. Protective equipment will be provided by our facility, as needed, to limit the exposure and will promote self-protection practices in the delivery of the services, to provide appropriate treatment to our workers in the event of an exposure incident and to promote compliance with universal precautions.

SIGNATURE

DATE