POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Biller/Fiscal Support
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 850
COMPENSATION: $19.91 - $23.39 per hour
LOCATION: This position is eligible for partial telecommuting with expectation to work in the Passages office located in Chico, CA.

ESSENTIAL JOB FUNCTIONS: The Medical Billing Specialist is responsible for managing fiscal tasks related to billing Medi-Cal for services provided under the Multipurpose Senior Services Program (MSSP). Under the guidance of the Supervising Care Manager, the Medical Billing Specialist is responsible for:

- Medi-Cal billing and reconciling Medi-Cal payments.
- Generating reports for monitoring expenditures.
- Monitoring MSSP client Medi-Cal eligibility, collaborating with program staff to ensure client eligibility, and facilitating Medi-Cal ineligibility resolution in a timely manner.
- Processing check requests, purchase orders, transfer of funds requests, travel claims and transportation tickets and managing petty cash for purchase of service, equipment or other expenditures. Resolving billing discrepancies and problems. Maintaining check request ledger.
- Performing quality assurance activities for client/program purchases, assuring accuracy, proper documentation and appropriateness of purchases within Medi-Cal and Medicare rules.
- Assisting program Director with tracking inventory and maintaining inventory records.
- Generating reports specific to MSSP fiscal operations and program budget yearly close out.
- Maintaining program documents.
- Helping to answer the MSSP main telephone line. Responding to general questions, clients, vendors and community members.
- Coordinating with Chico State Enterprises and Passages regarding vendors, and communicating with vendors regarding contracts and billing issues.
- Maintenance and quality assurance of data maintained in data base to ensure client and billing records are accurate.
- Monitoring MSSP program client enrollments/terminations as necessary for billing purposes.
- Maintaining expenditures for invoicing to grants that support MSSP.
- Purchasing items online and coordinating shipping to participants following agency guidelines; processing refunds.
- Reconciling the Procurement Card statement monthly.
- Entering Service Authorization Forms into database.

EMPLOYMENT STANDARDS:
Education and Experience:
- High School Diploma and two years of experience performing complex financial record-keeping or accounting related tasks.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
Knowledge, Skills, & Abilities:

- Experience with Medi-Cal billing procedures and regulations desired.
- Ability to analyze and resolve fiscal issues working with large fiscal entities and service providers.
- Knowledge of quality assurance practices.
- Experience in performing complex financial record-keeping or accounting related tasks.
- Experience in general office/program administration and management.
- Ability to work independently and also as a member of a team.
- Highly developed time management skills.
- Ability to multi-task.
- Well-developed written and verbal communication skills.
- Ability to establish and maintain working relationships with colleagues and other professional staff.
- Experience working with computer programs such as Word, Excel, and Power Point.
- Ability to accurately process data with attention to detail.

COMPLIANCE REQUIREMENTS:

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by April 11, 2022. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/aeb60b33af2746fb9f331003671920fe
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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