Title: Client Account Specialist

Department: Financial Management Services (FMS)

Setting: Non-Profit Organization

Employment Status Classification: Full Time, Monday – Friday, 9-5, Flex Schedule

Location: The Arc of Oakland County, Troy, MI

General Description: As Financial Management, The Arc processes invoices, and timesheets on behalf of each consumer and helps them monitor their individual budget, current PCP guidelines, and Medicaid law. The Arc staff works with the consumer, his/her family, and their Easterseals MORC supports coordinator to help them flex their budgeted dollars to further meet their needs while staying within the guidelines of the current PCP and Medicaid.

Client Account Specialist Tasks:

- Enter timesheet information into system for billing to Easterseals MORC
- Verify claim submission
- Collect necessary employee certifications and documentation
- Communicate effectively with consumer guardians (employers), and their employees
- Communicate effectively with Easterseals MORC supports coordinators
- Know and understand Person Center Plans, and the translation to billing authorizations
- Know and understand billing codes and rates
- Meet billing deadlines to run payroll and pay consumer employees timely
- Update spreadsheets, become comfortable with Excel
- Keep track of client accounts, and send monthly budgets
- Navigate email accounts in Outlook

Skills: Some computer experience necessary – knowledge of Excel & Outlook helpful

Minimum Qualifications: High School Diploma

Preferred Qualifications: Bachelor’s Degree

Compensation: Salary, Insurance Benefits, Holiday and Vacation Pay

Interested? Send resume to Monica Knoblock at mknoblock@thearcoakland.org