

***Economic Opportunity Council of Suffolk, Inc.***  
**ACCOUNTING MANUAL**

**Billing Clerk**

*Position Title:*

**Billing Clerk**

***Program:***

**FINANCE**

*Salary:*

***Reports To:***

**ACCOUNTING SUPERVISOR**

**Major Responsibility:**

**Process billing as required. Record receivables in ledger and maintain complete records regarding payments.**

***DETAILED***

**RESPONSIBILITIES:**

- 1) Process Medicaid billing as required.
- 2) Work with program staff to confirm accuracy of all billing entries.
- 3) Process other billing as required.
- 4) Record billing in accounts receivable.
- 5) Record receivables in voucher schedules.
- 6) Maintain communication between Department Supervisors and vendors regarding any questionable billing.
- 7) Maintain Grants receivable log.
- 8) Prepare AP as needed.
- 9) Prepare schedules and reports as required.
- 10) Scan documents for team.
- 11) Assist with filing for team.
- 12) Special projects as requested.

**REQUIRED SKILLS AND ABILITIES:**

1. Knowledge of accounting theory and practices.

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2. Ability to perform assigned tasks accurately.
3. Attention to details.
4. Good arithmetic skills.
5. Excellent computer skills: *EXCEL, WORD, and Fund-EZ.*

**REQUIRED EDUCATION**

**AND/OR EXPERIENCE:** Associates degree or equivalent with two years billing experience.

**OR**

Education and experience may be substituted for each other on a year-for-year basis.

**CATEGORY:** **CLERICAL / NON-EXEMPT**

*REVISED 11/23*