

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**Job Description**

**TITLE:** Billing Clerk

(FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. High School Diploma with successful completion of a bookkeeping course
  3. Three (3) years of clerical experience involving data entry, billing, Bookkeeping, accounting, statistical or other numerical computation duties of which accounting or billing was the major job responsibility for at least one full year. (Experience in handling Medicaid/Medicare billings preferred.)
  4. Knowledge of medical terms

**REPORTS TO:** Supervisor of Special Education

**JOB GOAL:** To maximize self-generated funds for enhancements to the special education students by recovering reimbursable fees through the federal health care programs.

**JOB SUMMARY:**

This is complex billing and accounting work which involves performance of varied tasks in the preparation and/or processing of billing and accounting transactions. The specific documents prepared or processed are directly related in billing and accounting for the services performed. Work is characterized by the independent performance of assigned tasks of varied nature in which Board policies and procedures must be applied.

Work is performed in accordance with standard Board policies and procedures, basic arithmetic and elementary accounting principles. Supervision is received from the Supervisor of Special Education, and work is reviewed on the basis of results of work and balances obtained. Direction may be given to other clerical personnel assisting in details of work assignment.

Positions allocated in this class are distinguished from the general clerical classes by the principal assignment to billing-accounting tasks. They differ from the Insurance Clerk by the independent performance and responsibility for activity assignment

**ESSENTIAL JOB FUNCTIONS:**

1. Verifies for mathematical accuracy and completeness.
2. Classifies by determining the appropriate billing; enters or codes details of items to be billed.
3. Reconciles Medicaid billing with student records.
4. Uses calculator and terminal in the performance of assigned duties.
5. Performs general clerical duties which may include typing.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other related duties as assigned by the Supervisor of Special Education.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of walking throughout shift.
4. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
5. Must be able to bend and stoop in performing work such as retrieving manuals, picking up objects, filing, typing, shredding and computer runs.
6. Must be able to handle numerous duties:
  - A. Fine Motor Skills
    - 1) Typing
    - 2) Copying
    - 3) Adding Machine
    - 4) Computer
    - 5) Filing
    - 6) Writing out forms
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) journals

**TERMS OF EMPLOYMENT:** 12 months per year salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_  
(Incumbent)

Date: \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number