MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: SENIOR ACCOUNT CLERK- Wellness Programs

REPORTS TO: Chief, Pupil Services & Special Education/SELPA or designee

DEPARTMENT: Special Education

CLASSIFICATION: Classified

SALARY: CST Range 468, 238 days

BOARD APPROVED: February 12, 2025

SUMMARY DEFINITION: Under general supervision, performs analytical work in processing, recording and reporting the district's financial transactions; and performs related clerical work relating to mental health services as required.

ESSENTIAL FUNCTIONS:
E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Supervises and participates in the preparation and recording of Mental Health billing, resolve billing related issues, and ensure timely submission of billing paperwork – E
- Participates in the clinical record audit process which ensures that documentation, authorizations and consents are current and accurate – E
- Use document tracking tools to report chart status and communicate with the clinical team
- Attend UR and County meetings – E
- Create and maintain client records
- Monitor and track required Medi-cal and Children Youth Behavioral Health Initiative (CYBHI) documentation and eligibility- E
- Verifies, audits, and processes Medi-Cal and CYBHI claims – E
- Interprets and applies rules and regulations
- Establishes and maintains pertinent files and records
- Prepares and reconciles accounting reports – E
- Answers inquiries regarding procedural problems
- Operates standard office equipment
- May be required to travel to businesses outside the district – E

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of high school level bookkeeping coursework and three years of clerical experience with emphasis on the maintenance of fiscal records relating to EPSDT Medical and CYBHI billing procedures; or an equivalent combination of training and experience.

Knowledge of:

- Bookkeeping principles and practices including the keeping of financial accounts and records and the preparation of reports
- Office practices, procedures and equipment
- The laws, regulations, policies and specialized record-keeping procedures relevant to the department

Skill in:

- All phases of financial record-keeping
- Preparing financial reports according to established guidelines
- Establishing effective work relationships
- Operating a variety of office equipment including computer

Physical Abilities:

Hear and speak to train and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; site or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Licenses and Certificates:

- A valid California driver's license

Other Qualifications:

TB test clearance, fingerprinting clearance, and any other state/federal licensing or certification requirements