

## **Payroll and Billing Specialist**

**TIME:** 40 hr./week  
**BENEFITS:** Health, Dental, Cafeteria Plan  
**SALARY RANGE:** \$18.00/hr.  
**STATUS:** Non-Exempt  
**REPORTS TO:** FMS and Business Manager



**Independence, Inc.**  
**2001 Haskell Ave.**  
**Lawrence, KS 66046**

---

### **GENERAL JOB DESCRIPTION**

This individual will assist with the operation of the Financial Management Services (FMS), which is a payroll management system for individuals self-directing their attendant care through State Medicaid Waiver Programs. This person will direct his/her work complementary to the spirit and intent of the independent living philosophy. This position reports directly to the FMS/Business Manager.

### **DUTIES AND RESPONSIBILITIES**

- Prepare semi-monthly payroll for processing from the State IVR system.
- Prepare semi-monthly payroll to be sent to accounting firm.
- Enter all new Personal Care Service Worker into QuickBooks and obtain Ks AuthentiCare for each.
- Submit consumer's personal care service worker's new-hire information to KBI, State, OIG, Adult and Child Neglect Registry, and any other background checks required by the State.
- Maintain files on Personal Care Workers for all Consumers/Employers.
- Assist consumers with maintaining files and lists on Personal Care Service Workers.
- Handle all incoming inquiries regarding the FMS Program.
- Provide Information and Assistance as requested by the consumer.
- Correspond accordingly with Managed Care Organizations, Community Partners and co-workers.
- Maintain on-going filing.
- Advise FMS/Business Manager of any problem(s) and propose solution(s)
- Maintain accounts payable and receivable.
- Facilitate outside agency audit of system.
- Occasionally Facilitate outside system audits.
- Interact with other staff and agencies in all waiver systems.
- Provide systems advocacy as opportunities arise or as requested by supervisor.
- Provide individual advocacy as time permits or as requested by supervisor.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Associate Degree or equivalent college experience.
- Minimum of two years' experience in Payroll processing and A/R, A/P.
- Experience using Microsoft Word and Excel.
- Sensitivity to the needs of persons with disabilities.
- Demonstrated ability to work independently, identify problems, develop solutions, and effectively communicate with those involved.
- Demonstrated ability and willingness to work cooperatively with others.

### **PREFERRED QUALIFICATIONS**

- B.S. degree in accounting or related field.
- Qualified person with a disability.
- Minimum 2 years' experience in human resource management.
- Experience in accounting or a related field.
- Experience in customers service.

*All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.*

*The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.*