



POSITION AVAILABLE

Date Posted: May 10, 2022

Closing Date: May 23, 2022 or until filled

Position Title:	Fiscal Specialist – Fiscal Specialist Billing/Locally Funded Services	Reports To:	Business Services Manager
Division:	Business Services	Civil Service Status:	Classified
Hourly:	\$16.11 (\$33,508.80 annually)	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or GED required; Associates or Bachelor’s degree in Business/accounting/finance preferred. Experience in waiver services, accounting and/or bookkeeping required (Associate’s or Bachelor’s degree in related field may be substituted for experience)

LICENSURE OR CERTIFICATION REQUIREMENTS:

None

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Tracks and reports locally funded service authorizations. Works with service coordinators to ensure services are authorized according to WCBDD procedure and within funding limits. Verifies the adequacy of purchase orders in place for locally funded services, anticipates the expected duration of services according to the summary of services form and communicates with service coordinators before funding is depleted. Maintains working file of locally funded invoices, and updates funding document within agency software to reflect funding authorized to be paid from local funds. Demonstrates the utilization of services on the funding document, as services occur. Adjusts the funding document as changes occur. Creates monthly report of locally funded authorizations and expenditures. Coordinates locally funded transportation according to procedure, ensures services can commence when necessary, monitors utilization, and assists with voucher payment and verification of the services. Works with staff to manage WCBDD Uber trips and authorizations. Manages the invoice, ensures payment is processed and ensures that services are properly authorized before they take place. Tracks trips according to destination, (work trips by location vs. other trips for advocacy, etc.). Tracks LFS budget and tracks the county board costs of trips not related to work or day programming. Assists with the coordination of Medicaid billing for WCBDD, including Targeted Case Management (TCM). Responsible for collection of data, ensuring claims directly submitted are accurate and technically sound prior to submission. Provides training to staff as assigned by Business Services Manager. Compiles unit information for the County Board Cost Report. Calculates efficiency percentages monthly for TCM services, and compiles staff productivity/efficiency reports. Assists with the coordination of third-party insurance efforts. Acts as backup to Fiscal Specialist/Financial. Posts, updates and balances routine financial information; checks, compares and verifies invoices, statements, packing slips and related information; prepares all vouchers for payment at Auditor’s office. Prepares both WCBDD purchase orders and Warren County purchase orders. Codes expenses according to chart of accounts. Codes and deposits revenues as division needs dictate. Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities

42 Kings Way

Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org