



HOP Budget Reconciliation Associate- Part-Time

JOB DESCRIPTION

SUMMARY: Provide records reconciliation for the Healthy Opportunities Pilot Program to include accounts receivable and accounts payable.

EDUCATION REQUIREMENT:

REQUIRED: High School Diploma or equivalency.

RECOMMENDED: Bachelor's Degree in Accounting, Business Administration, Finance, or a related field. Demonstrated experience in budget management is strongly preferred. Must have experience with medical billing.

ESSENTIAL JOB DUTIES:

- Manages payment reconciliation with Medicaid providers.
- Submits reimbursement requests for program expenses.
- Balances incoming payments for accuracy.
- Completes monthly payroll process.
- Completes all reports as required including monthly, quarterly, and annual reports.
- Maintains ledgers of all program expenses in relation to support services.
- Ensures accounting in the budgeting process.
- Ensures financial compliance with company and grant standards as outlined in operational practices.
- Participates in professional development training as required.
- Completes internal audits.
- Coordinates with third-party entities to resolve billing inconsistencies and errors.

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

- Valid Driver's License
- Proof of Eligibility to Work in the United States
- Basic Computer Literacy Skills
- Demonstration of proficiency in verbal and written communication in English.

*All candidates for hire must complete a driving record and criminal background.