

## **Champaign County Job Description**

**Job Title:** Accounting Supervisor

**Department:** Nursing Home

**Reports To:** Administrator and Assistant Administrator

**FLSA Status:** Exempt

**Prepared Date:** July, 2010

**Summary** Works directly with the Champaign County Nursing Home Manager for all financial and accounting management.

**Primary Duties and Responsibilities** include the following. Other duties may be assigned.

Works with CCNH Manager (Management Performance Associates, Inc.) in the preparation of the facility financial statements.

Completes the revenue reconciliation with the County Auditor including the resident trust fund.

Completes the accounting of facility fixed assets.

Completes the year-end processing and provides year-end information to support the annual audit.

Provides courteous, knowledgeable and accurate follow-up to resolve disputes, questions or concerns of our customers.

Provides detail and supporting documentation for preparation of the annual cost reports.

Manages the accounting of facility cash flow and Accounts Payable.

Creates necessary charges or adjustments to ensure proper reporting of Medicaid liability; the resident's group care credit amount and as well as all private pay accounts.

Performs a monthly comparison of the Medicaid pre-payment reports with facility's accounts receivable. This also includes the process of determining why any discrepancies exist, how to correct it as well as following up to ensure the discrepancies are resolved.

Records, tracks and interprets the information required by PPS (Prospective Payment System) including RUGS codes, modifiers, assessment reference date, assessment coverage period, etc. The incumbent will use this information to appropriately code claims and bill Medicare, ensuring facility remains in compliance with Medicare regulations and is reimbursed appropriately.

Verifies and tracks each beneficiary's benefit period. This includes, but is not limited to the following: checking the Medicare system upon admission to verify Medicare status, number of remaining Medicare days; if known, verifies with outside sources the number of days used in a previous qualifying stay; verifies Medicare eligibility; checks to see if patient has any other MSP

liability issues. If so, research and analyze to determine the primary payor and resolve any discrepancies between the Medicare system and other payors to ensure we are paid correctly and promptly.

Performs analysis of Accounts Receivable Aging Report for Medicaid, Medicare A, Medicare B, Title XX.

Attends the daily census meeting and records any pertinent information, which is used to determine if bed holds are payable or non-payable by Medicaid, to record private pay bed hold charges not processed by the computer, changes in level of care, admissions, discharges and tracking of Hospice residents, etc.

Reports discharges (normal discharge) or death of a Medicaid resident to the Department of Human Services as well as the State of Illinois according to regulations.

Maintains bed hold authorization forms and physician authorizations for payment approval by the Medicaid Case Management Nurse.

Maintains, tracks and follows-up to ensure all OBRA screens are received within a timely manner.

Maintains and updates list of IPA Pending residents and reports any changes to department heads and other appropriate personnel on a monthly basis.

Creates necessary paperwork to generate a refund to the appropriate payor source.

All other duties as assigned.

**Supervision Received** Works directly with CCNH Manager in all financial and accounting management; receives supervision from CCNH Manager in regard to financial, accounting, billing & collection, and cash flow matters.

This position is supervised by, and receives direction from, the Administrator and Assistant Administrator.

**Supervisory Responsibilities** Supervises the Accountant and the Accounts Payable functions of the Executive Secretary. May also supervise an Account Clerk.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience** Bachelor's Degree in Accounting and two years of responsible office experience or equivalent combination of education and experience. Should have knowledge of principles of bookkeeping and accounting procedures. Need skills to make and verify computations with accuracy to prepare routine reports. Good knowledge of English,

spelling and mathematics, of modern office practices and procedures, of office equipment, of AS/400 computer entry and of computer programs Microsoft Excel, Word and Access. Must have specific knowledge of Medicaid and Medicare programs. Must be capable of working under time constraints and deadlines with general supervision.

**Mathematical Skills** Ability to calculate figures and amounts such as expected payment from third-party payors, finance charges and figures according to a fee schedule.

**Reasoning Ability** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations** as required.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical demands are necessary to perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate.