

CLASS TITLE:**BILLING SPECIALIST**

Class Code: 02453500

Pay Grade: 18A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To pre-audit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers, employee travel vouchers and imprest reimbursement vouchers in order to determine their accuracy and compliance with federal regulations, state policies and procedures; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by department for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures; to provide various services to the department and act as a liaison between the department and other state agencies, vendors, etc.; to facilitate the processing of financial data, as needed; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form; work is reviewed for conformance with federal and state laws and rules, as well as, department policies.

SUPERVISION EXERCISED: May supervise subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To pre-audit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, adjustment vouchers in order to determine their accuracy and compliance with state policies, procedures, and proprietary prior payment; to preaudit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to review various business processes used by department sections for effectiveness, economy, efficiency and compliance with federal and state laws, policies and procedures, as well as internal policies and procedures' to provide various services to the department, and act as a liaison between the department and other state agencies, vendors, etc.; to facilitate the processing of financial data, as needed.

To assure the legality, accuracy, and propriety of department financial transactions by verifying their conformance to federal and state laws, personnel rules, contractual agreements, administrative regulations, and department policies and procedures.

To review various business practices utilized by department sections for economy and efficiency, and for compliance with federal and state laws, policies, and procedures, as well as department policies and procedures.

To provide technical advice and instruction to various employees concerning the proper processing of requisitions and various financial documents.

To operate computer hardware and software in order to process various payments through web-centric and/or personal computer-based systems, and to utilize personal computer-based software (including spreadsheets) and data systems for analyzing various documents and records.

To enter, review, audit and correct financial data and update computer system accordingly.

To assign, batch and document numbers to various payment vouchers, receipt vouchers, adjustment vouchers, purchase orders, requisitions, and miscellaneous encumbrances, allowing documents to be entered correctly into the department's accounting system.

To review financial documents as to accuracy and appropriateness, as well as to prepare adjustment vouchers to correct documents, if necessary, prior to entering into department's integrated financial systems.

To process transactions either through hard copy documents, on-line electronic vouchers, or any other remedies source that may be utilized.

To send invoices to customers for miscellaneous account receivables, and to follow up with these individuals/organizations to secure/insure payment.

To preaudit and/or post audit various types of payments and/or reimbursements to department employees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques involved in the implementations and/or operation of the post and preaudit components of an accounting, accounts payable, accounts receivable, purchasing, or financial system of a state agency, and the ability to apply such knowledge on assigned projects in a financial management office operation; a thorough knowledge of the preparation and processing of a variety of vendor and employee payments and reimbursements, purchase orders, miscellaneous encumbrances, adjustment vouchers, accounts receivable; a working knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; a familiarity with spreadsheets, databases, and work processing computer software; the ability to review, preaudit and post various types of accounting/financial data; the ability to interpret and apply rules and regulations relating to the function of the accounting and accounts payable and receivable office; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, department sections and other state and private agencies and organizations and employees; the ability to maintain a current working knowledge of the latest requirements and developments in processing payment documents and other related areas and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school, including or supplemented by courses in bookkeeping, accounting, computing or related subjects; and

Experience: Such as may have been gained through: employment with responsibility for the preparation and processing of financial transactions in a state agency or private business operation, or employment with responsibility for a specific payment or cash receipt function or activity in a state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 24, 1987

Editorial Review: March 15, 2003

Class Revised: July 1, 2012