

**CLASS TITLE: SUPERVISOR OF BILLINGS  
AND  
ACCOUNTS RECEIVABLE**

**Class Code: 02641100**

**Pay Grade: 27A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, supervise and review the work of a unit responsible for billing and maintaining accounts receivable records for patient care received in a state medical treatment facility; or to plan, supervise and review the work of a staff engaged in developing and implementing departmental planning, appropriation and rotary funding and budgeting, along with capital development financing and the appraisal of such program services; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed upon completion for accuracy and conformance.

**SUPERVISION EXERCISED:** Plans, organizes, assigns, and reviews the work of subordinates; reviews work in process and/or upon completion for accuracy and compliance with prescribed procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize, supervise and review the work of a unit responsible for billing and maintaining receivable account records for patient care received in a state medical treatment facility.

To perform professional accounting work of a complex and technical nature in connection with the accounts receivable and the billing and collection of outstanding accounts.

On an on-going basis, to monitor and supervise all financial functions within the unit to ensure the accuracy and timeliness of statements and records, in accordance with state and federal rules and regulations.

To review, interpret and evaluate changes in regulations and procedures prepared by state and federal officials, and to develop and implement new or improved methods necessary to the census/billing and accounts receivable system.

To train fiscal employees and a clerical staff in the methods, techniques and procedures used in maintaining accounts and fiscal records.

To prepare various monthly, annual and interim financial reports and to reconcile the agency's records with those of the State Controller's Office in order to assure complete agreement of receipts, billings and outstanding account balances.

To consult and confer with representative payees for patients and state and federal representatives concerning billings, fees and payments relative to patient care.

To plan, supervise and review the work of a staff engaged in developing and implementing departmental planning, appropriation and rotary funding and budgeting, along with capital development financing and the appraisal of such program services.

To review, analyze and evaluate the needs, objectives and the effectiveness of the agency's program(s) and to revise existing or introduce new procedures, techniques or programs to implement those objectives.

To assist in the planning, preparation, analysis and review of the annual budget and developmental programs.

To examine and analyze various alternatives for program service delivery in determining the cost benefit differences of such programs.

To review, revise and develop programs for the purpose of reallocating resources.

To aid in the evolution of the departmental capital development program.

To supervise the receipt of funds and equitability of charges for multiple rotary funds.  
As required, to undertake independent research projects regarding developmental programs.  
To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and techniques of business administration and/or accounting and the ability to apply these principles in maintaining receivable accounts or governmental planning and budgeting; a working knowledge of the organizational structure of state government and the function of its agencies; the ability to analyze and interpret complex and technical financial reports and/or programs; the ability to plan, organize, supervise and review the work of a technical and clerical staff; the ability to establish and maintain effective working relationships with state employees, officials and the general public; the ability to maintain accounts and prepare financial reports and proposals; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, public administration or accounting; and

Experience: Such as may have been gained through: considerable employment in a supervisory position in the field of general accounting or business management.

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

Class Created: February 19, 1984

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