

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Technician (Accounts Receivable Clinic)**

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**EXEMPT: No**  
**TARGET SALARY: \$17.91 to \$19.90/DOQ**  
**PROGRAM: Clinic**  
**REPORTS TO: Business Manager**

**JOB CODE: 4-TS T6**  
**SHIFT: FLEX**  
**LOCATION: Bldg. 19**

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**SUMMARY:** Perform accounting tasks related to accounts receivable for the Sophie Trettevick Indian Health Center. The primary purpose of this position is to perform the posting of payments and adjustments to the account receivable in the Patient Accounts section.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Maintains accounts by reviewing documents to verify accounting data as necessary, entering data into the system. Incumbent reconciles account comparing account balances with related data to assure agreement, reviewing records and sources documents to identify the sources of any discrepancies; and determining the entries required to bring the account to balance. Prepare reports reflecting the examination made, discrepancies noted, and the corrective entries required adjusting accounts.

Performs work consisting of examination for accuracy of claims and other requests for payment for (1) services provided by the Clinic; (2) reimbursement of expenditures made by beneficiaries and non-beneficiaries for such purpose as medical care and treatment.

Maintain the automated accounts receivable ledge associated with third party payer claims. Responsible for associated records and documentation. Reviews and reconciles all third party payer documents for correct data, on all third party vouchers for accurate claims number.

Prepares monthly, quarterly and annual reconciliation and recapitulation of third party billing to assure that collections, billed data, and the computerized and manual reports are in balance.

Reviews and examines various bill types, of patient care to third party payers and performs third party collection posting to the automated account receivable program. Receives and reviews all Explanation of Benefit and remittance from

third party payers. Identifies and records proper claims numbers on each remittance and post to the appropriate account.

Works with Business Manager on financial accreditation for all incoming providers.

Responsible for the posting of all contractual/adjustments related to and in conjunction with posting of payments in accordance with clinic policy and procedures. Monitor account balances, review posting to ensure accuracy and recommend appropriate corrective action.

Responsible to reconcile check logs and computer-generated reports on a monthly basis.

Monthly reporting and tracking tools to the business office.

Assist with Credentialing as needed.

Serves as back-up for the Billing Clerk II.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) with lower level college accounting courses.

Must have two years of related experience or training.

#### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate with others outside and within the organization.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

#### **REASONING ABILITY:**

Ability to perform a significant number of tasks that require decision making ability and analytical thought process.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview.

### **OTHER SKILLS AND ABILITIES**

The Technician (Accounts Receivable Clinic) process consists of duties that involve different and unrelated processes and methods. The complexity of the work involves working with remittances advices received from various programs, covering several states and third party payers who have different benefits and remittance formats.

Must be able to fulfill the duties that involves different and unrelated processes and methods, the complexity of the work involves working with various programs which cover different states, with each health insurance program having different benefits, deductible, and eligibility requirements.

The incumbent's work affects the quality, quantity, and accuracy of the organization's records, programs operations and service to clients. Effect of the work ensures the integrity of the overall accounts receivable program, its basic design and the adequacy of the overall operation of the Business Office and various operating programs.

The incumbent assists in the posting of payments and contractual/adjustments due for services rendered to Indian beneficiaries and non-beneficiaries alike. The resulting funds collected and posted are used by the clinic for enhancing health care delivery, projects, and planning purposes. The successful efforts of the incumbent directly impact the funds collected.

The incumbent uses judgment to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems. The incumbent uses judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines to specific cases.

Maintain filing of transactions to provide adequate audit trail. Assist in records inventory and disposal.

Must have the ability to establish and maintain effective working relationships with employees', supervisor, officials, and the public.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be fully immunized against measles, and rubella. Must provide documented proof of vaccination prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

#### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: May 6, 2024  
CLOSE: May 21 2024**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.