

URBAN LEAGUE OF BROWARD COUNTY

Job Description

Title: Data and Billing Integrity Specialist
Department: Finance Administration/Contract and Data Manager
Supervisor: Contract and Data Manager
Revision Date: December 2011

Purpose of Position

The Data and Billing Integrity Specialist is primarily responsible for receiving, reviewing, inputting and monitoring program data into the funder's database.

Job Responsibilities

- ❖ Collects intake packets, pre and post test and thoroughly reviews for accuracy.
- ❖ Enter all demographics into funder's database.
- ❖ Enter scores of pre/post test and verify.
- ❖ Input data timely and accurately for unit of service and similarly reimbursed contracts utilizing the appropriate funding source's data tracking system (i.e. SAMIS and CSMS).
- ❖ Run outcome reports for benchmarks and updates on the data entry process, especially as it relates to accuracy and other quality assurance elements.
- ❖ Reports discrepancies and requires that team provide time corrections.
- ❖ Copy checks, receipts, and allocation documentation for monthly reports.
- ❖ Reconcile checks with receipts.
- ❖ Distribution of inventory in accordance with departmental policies and procedures.
- ❖ File appropriate documents as necessary
- ❖ Provides direct support to immediate supervisors.
- ❖ Performs other related duties as assigned.

Standards for Measuring Performance

- ❖ Must be detail oriented and able to problem solve.
- ❖ Must be able to type a minimum of 60 wpm.
- ❖ Ability to perform accurate data entry in a cubicle based environment
- ❖ Outstanding organizational and time management skills.
- ❖ Displays a full understanding of contemporary office technology including personal computer, laptop, electronic mail, scanner, copier, printer and fax machine.
- ❖ Demonstrates superior computer proficiency in Microsoft Word, Excel, Outlook, PowerPoint.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Positive and team-oriented attitude.
- ❖ Must demonstrate tact and diplomacy in interpersonal communication and relations.
- ❖ Must possess excellent quantitative and analytical skills.

Education/Experience

Associates degree; with experience in data entry or business school training. Must have at least two years of relevant experience.

Other

Must have a valid Florida drivers license and reliable transportation

Must be able to pass a level two criminal background check and drug screening

THE URBAN LEAGUE OF BROWARD COUNTY -- AN EQUAL OPPORTUNITY EMPLOYER