

Position Description

Position Title: Accounting Group Coordinator **Date:** July 2024
Department: Accounting **Reports to:** Controller
Position Location: In-office
Position Classification: Hourly, Non-Exempt

JOB SUMMARY

This position serves as subject matter expert for assigned clients throughout their life cycle, from initial enrollment to termination. This includes accounting and billing functions as well as other tasks to ensure excellent service is provided to clients and MedBen partners in a timely, accurate, and compliant manner.

SPECIFIC DUTIES

- Authenticate monthly billing cycle for all billable products, including delinquencies
- Prepare monthly bills, claim billings, and apply payments received
- Apply premium, fees, and commission data information into software system
- Monitor and verify month-end completion of premium payments
- Complete data entry of receivables into software system for premium application
- Process member terminations reported with premium payments
- Prepare, review, and initiate check runs and release check runs and Explanation of Benefit (EOB) statements
- Prepare and validate client bank statement reconciliations
- Monitor and maintain check tracers, unclaimed funds, voids, refunds, reimbursements, and cancellations
- Complete process for Accounts Payable scanning, check run backups, and other assigned tasks
- Research and effectively resolve service issues raised by clients and/or MedBen business partners
- Complete cross-training and other learning opportunities as scheduled to maximize department efficiency
- Other duties as assigned

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Minimum 1-2 year(s) Accounting, Billing, or Premium processing experience preferred
- High School Diploma or equivalent
- Strong mathematical skills with meticulous attention to detail to maintain accuracy
- Highly organized with the ability to effectively prioritize and adapt to consistently meet deadlines
- Intermediate-level computer experience (both CRT and PC), including Microsoft Office, Word, Excel, Outlook, and Teams programs preferred with ability to use a computer keyboard and mouse
- Professional verbal, written, and people skills to effectively communicate with all end user levels
- Proficiency in maintaining focus and working without distractions for prolonged periods
- Ability to sit or stand while using a computer keyboard and viewing a computer screen for extended periods of time

SCHEDULE

Individual team member schedules vary to cover department hours of 7 am – 5 pm Monday – Friday. Due to high volume business need, this department has vacation blackout periods during January - February.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Manager Jill Evans at (740) 522-7382 or medbenhr@medben.com.

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