



Winnebago County
The Wave of the Future

**JOB POSTING
(PROJECT POSITION)**

POSITION TITLE: Financial Associate II-CLTS

LOCATION: Human Services

HIRING RANGE: \$18.86 - \$20.96/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
November 2022**

POSITION TITLE: Financial Associate II - CLTS (Project Position)

DEPARTMENT: Human Services – Administrative Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs a variety of financial, billing, and administrative functions to the Family Support Team in the Human Services Department, in accordance with generally accepted financial practices, state regulations, and department procedures.

ESSENTIAL FUNCTIONS:

1. Creates and amends authorizations for the Family Support Team. Uploads approved authorizations to WPS insurance company for the purpose of provider claims and payments through Children's Long-Term Support (CLTS) waiver funding. Manages most of the annual Individual Services Plan (ISP) and authorization creation process.
2. Calculates new and adjusted parental fees for youth receiving State funding following state guidelines. Process monthly invoices for the parental fees. Adjusts the accounts for payments received and for changes in the fee calculation.

3. Creates and submits case management and other claims to WPS for payment via the CLTS waiver funding. Reviews Explanations of Benefits, enters receipts, and files claim appeals when appropriate.

ADDITIONAL ESSENTIAL DUTIES:

1. Verify final charges for online purchases and update amounts on authorizations before approval. Verify family received purchase.
2. Manages aging claims for designated payers.
3. Serve as backup for Oshkosh Human Services Department third floor reception desk.
4. May assist with testing, in the medical billing client data base as needed.
5. Will attend the following meetings/trainings (Virtual or in-person): monthly State WISLINE, WPS meetings, and Quarterly billing meetings.
6. Addresses and resolves conflict and manages stress in a professional manner, including actively engaging in professional and personal activities which help mitigate the impact of secondary traumatic stress.
7. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Financial Supervisor – Human Services.
2. Works regularly with Human Services Department employees.
3. Establishes a network of contacts with the state, providers, and WPS insurance company.
4. Takes calls and responds to billing questions from consumers.
5. Works with the Information Systems staff on client data base.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School Diploma.
2. Associate's degree in accounting or business or minimum of two years' experience working with authorizations, client accounts, or insurance billing.
3. Working knowledge of office procedures, practices, and equipment gained through some practical experience.
4. Computer skills with Microsoft Office applications and significant level of Excel experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work within an automated medical billing client data base.
2. Ability to interpret an EOB (Explanation of Benefits).
3. Ability to apply rules and policies to daily work.
4. Ability to perform duties in a fast-paced work environment.
5. Ability to communicate effectively, both orally and in writing.
6. Possession of good organizational and problem-solving skills.
7. High degree of accuracy.
8. High degree of computer literacy.
9. Skill in using office software including spreadsheets.
10. Knowledge and understanding in Trauma Informed Care principles and practices, and a strong commitment to fostering a positive, healthy work culture.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.

3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.