



KCRHA
King County Regional Homelessness Authority

Senior Accounting Specialist - Partnership for Zero

King County Regional Homelessness Authority

Role Title: Senior Accounting Specialist

Salary Range: \$75,000 - \$90,000 per year

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Administrative Office oversees and supports the Regional Authority's operations and ensures organizational sustainability, related strategy development, and overall agency transparency and accountability. The Administrative Office is responsible for Finance, Human Resources, and Information Technology. The team directly interacts with all offices across the Regional Authority, working closely with the Executive Office to ensure direct operational alignment with the strategy and goals of the Regional Authority. The team has approximately 10 team members working directly in related offices.

Role Description

Under the direction of the Accounting Manager, this position will assist in developing, implementing, and day-to-day accounting and billing for the System Advocate (also known as Peer Navigation) Workforce at the Authority. As part of the Administrative Team, the Senior Accounting Specialist will work closely with the Accounting and System Advocate teams to help develop, set up, and implement the State of Washington Foundational Community Support (FCS) accounting and billing system. Areas of responsibility include Medicare/Medicaid and Insurance accounting, billing, collection and cost reporting. general ledger account management, grants management and technical assistance. This position is primarily responsible for billing, collection, and cost reporting for Medicare and Medicaid, associated general ledger entries, reconciliations, appeals and audits.

Accountabilities:

General Accounting (60%)

- Prepare and maintain accurate accounting records and documents (including journal vouchers, adjusting entries, invoices, checks, account statements, and reports).
- Prepare deposits, general ledger postings, journal entries, invoices, and financial reports.
- Completes all electronic and manual billings timely and accurately in accordance with appropriate rules and regulations.
- Follow up on all incorrect, denied, and unpaid or rejected insurance claims for assigned carriers and will work with insurance companies, physicians, and/or staff to resolve account issues.
- Prepare general ledger entries associated with Medicaid rate accruals and state programs to ensure completeness and accuracy of the financial results for month-end close.
- Generate and review operating statements, compare actual results to historical trends and investigate and explain variances

Foundational Community Support (FCS) (20%)

- Lead the development, set up, and implementation of the State of Washington Foundational Community Support (FCS) billing system and accounting procedures.
- Review Medicaid audit reports/settlements, argument development and filing of timely appeals.
- Responsible for preparing any necessary additional reports relating to Medicare and Medicaid funding.
- Prepare Medicare and Medicaid cost reports and related documentation, lead on audit requests and reviews with State reimbursement agencies.
- Prepare any necessary reconciliations associated with Medicaid/Medicare/Insurance accounts.

- Respond to inquiries from insurance carriers, via telephone, email or fax and demonstrate a high level of customer service.
- Perform collection process for outstanding debts over 30 days old.
- Verify patient benefit eligibility/coverage and research ICD-10 diagnosis and CPT treatment codes as needed.

Continuous Improvement (10%)

- Gain exposure into State reimbursement methodologies and provide analytics and trend data that serve as the basis for improved accounting and operational processes.
- Participate in maintaining an automated fund accounting system in accordance with Generally Accepted Accounting Principles and applicable Federal, State, County and City regulations.
- Keep up-to-date on Medicare and Medicaid regulations and communicate with all levels of the service center, regional and facility personnel.
- Assist in establishing, implementing and maintaining internal controls, accounting policies and procedures of RHA.
- Assist operations and accounting team in understanding the impact of current expenses on future rate modeling.
- Follow HIPAA guidelines in handling all patient information.
- Maintain up-to-date training materials, guides and documents.
- Compile reports and data summaries on various activities to help inform decisions and policies as requested.
- Maintain confidentiality of sensitive information.
- Assume other responsibilities as designated.

Stakeholder Engagement (10%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts.
- Present existing and proposed new policies to internal and external stakeholders.
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing.
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within work streams of oversight

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply.

Knowledge, Skills & Abilities

- Center for Medicare and Medicaid Services (CMS) billing and cost reporting experience.
- Washington State Medicaid regulations and billing requirements.
- Fund accounting and fiscal grants management of federal and non-federal funds.
- Knowledge of RHA homeless program types.
- Experience applying Office of Management and Budget (OMB) Circulars A-110, A-122, A-133 and general ledger management and maintenance.
- Knowledge of and experience with applying applicable laws, rules, regulations and/or policies and procedures procurement and/or administration of contracts, grants, or similar agreements.
- Intermediate or advanced level understanding of computer software programs, specifically Microsoft Office (Word, Excel, Access, PowerPoint and Outlook) and the internet, as well as working knowledge of project management software (MS Project).
- Intermediate or advanced level understanding and knowledge fund accounting software, including Oracle Products.
- Intermediate or advanced level understanding and knowledge of 2 CFR Part 200, and General Ledger management and maintenance.

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understanding of their own privilege and power, and ability to bring equity impact analysis to life in the context of their tasks.
- Minimum of 2+ years of experience working in accounting within a governmental entity or large federally funded non-profit organization.
- Minimum of 2+ years of experience in Medicaid regulations and billing requirements.
- Have a working understanding of 2 Code of Federal Regulations (CFR) Part 200.
- Demonstrated experience contributing to financial reports, spreadsheets, and statements.
- Demonstrated experience working independently and in a team environment.
- Demonstrated experience following Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB).
- Intermediate to Advanced proficiency in various computer software programs, especially those in the Microsoft Office series (Word , Excel , PowerPoint , Access , Outlook , Project , etc.).

- Any combination of applicable work or life experience will be considered as potential substitutes for the above requirements.

VACCINATION MANDATE

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination approved by the Center for Disease Control and Prevention (CDC).

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.