Claims Processor II

Requisition #:	ACCT-FAII-043024
Closing Date:	Open Until Filled
Classification:	Non-Exempt
Salary Range:	$44,216.67 - $53,841.63/Annually DOE

PURPOSE:

Under the General supervision of the Controller, performs a variety of specialized clerical and fiscal work involving the examination, reconciliation and recording of fiscal and financial records. This position processes Purchase of Service (POS) funding requests, service termination and monthly POS account payable invoices. Provides support to Service Coordinators and responds to vendors and staff inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Claims Processor II will enjoy a fast-paced environment, while also being at home with the numbers. The responsibilities of the Claims Processor II include, but are not limited to:

- Purchase of Service (POS) Funding Requests (Authorizations):
  - Review the appropriateness of funding requests by verifying individuals information, vendor details, and service codes.
  - Process service cancellation notices accurately.
- Monthly Invoices:
  - Review electronic billing audit reports and download attendance data.
  - Correct any exceptions in the billing reports.
  - Ensure timely generation and upload of invoices according to the processing schedule.
- Prepaid Payments:
  - Handle prepaid payments and verify accuracy.
- Emergency Funding Requests:
  - Address emergency funding requests promptly.
- Liaison and Documentation:
  - Respond to inquiries from providers and service coordinators professionally.
  - File all documents accurately and in a timely manner.

MINIMUM EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent, or 4 years of related experience and/or Training.
- Attention to detail.
- Basic office machines: 10-key, copier, fax, etc.
- Intermediate computer software skills utilizing Microsoft Office.
- Ability to learn new software quickly.
- Ability to focus within a fast-paced environment and effectively work under pressure and deadlines.
- Cooperative and responsive attitude
- Ability to prioritize workload.
- Ability to work professionally and effectively with Client Services staff.

SPECIAL REQUIREMENTS:

This position will primarily be based in the office; however, remote work may also be available.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to jobs-wrc@westsiderc.org by the closing date and include the Requisition Number and Job Title in the subject line of the email.

**** Reminder for Current Employees: Please remember to refer a colleague for an incentive when they are hired and successfully pass the introductory period.**