

## Job Description

**Job Title:** Medical Bill Reconciliation Specialist  
**Reports to:** Enrollment Solutions Director  
**Location:** Corporate Office (Houston, TX)

### Position Description

The Medical Bill Reconciliation Specialist is responsible for daily review, research and monitor of medical eligibility files and invoice reconciliation. On-going research of transaction discrepancies and business transaction data up-to-date. Serves as first point of contact for client and medical carriers.

### Qualifications:

- High School Diploma or GED
- Knowledgeable and proficient in Microsoft Suite (Excel, Word)
- Knowledge of basic accounting principles and carrier billing cycles
- One (1) year general ledger experience or invoice reconciliation

### Preferred Qualifications

- An Associate's or Bachelor's Degree in Business Administration, Finance, Accounting or related field may be substituted for the experience requirements
- Knowledge of general benefit plan or medical benefit terminology highly preferred
- Knowledge of the K-12 market benefits highly preferred

### Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Ability to present to small groups.
- Strong sense of urgency
- Strong interpersonal skills; diplomatic and tactful