



KSI is HIRING a.... Payroll / Billing Specialist

This position is a full-time position which reports to the Senior Executive VP of Finance. Agency hours are Monday – Friday 8:00 am – 4:00 pm. This position is a Pay Grade 5 with a starting annual salary of \$45,000. Salary is commensurate with experience. KSI offers Health/Dental Insurance, 401K with company match, company paid Accidental Life, Short- & Long-Term Disability, vacation and holiday pay and other various company discounts.

Essential Functions:

The Payroll / Billing Specialist is responsible for all phases of payroll processing, including data entry, editing and report generation. This position is also responsible for assisting with Medicaid billing and other billing functions as needed. Responsible for generation of daily, weekly, bi-weekly, monthly and quarterly reports from Client Payroll Manager per established schedules plus special requests. Assist with Medicaid billing functions; Coordinate health, dental, and voluntary life benefit payments for staff on FMLA leave; Coordinate garnishments and employee loans for staff; Act as a back-up for Purchasing; Process miscellaneous payments for staff as needed, and convey bank deposits and payments to banks as requested. Must adhere to and remain compliant with KSI policies and procedures; and will maintain specific training and/or certifications applicable to the position.

Skills and Abilities:

Data entry with speed and accuracy. Must have experience with multi-user computer systems, financial spreadsheets and word processing software.

Qualifications:

Must have a high school diploma or equivalent along with applicable training on PC structure is required. Experience with payroll processing is preferred. Must be able to pass a Criminal Background check, Adult Abuse Registry check, Child Abuse Registry check and Sex Offender Registry check. Must possess a valid driver's license with no more than two moving violations at time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity.**