

Billing/Contracts Specialist – \$24/hour

You Are Seen | Spokane, WA | Full-Time

About Us

At *You Are Seen*, we empower people to be recognized for their abilities, not defined by their disabilities. We offer person-centered supports and meaningful access to community life and employment. Our core values; selflessness, integrity, inclusion, communication, and collaboration guide everything we do.

Position Summary

The **Billing/Payroll/Contracts Specialist** ensures accurate and timely billing and contract management for Medicaid-funded and other agency services. This role maintains compliance, monitors authorizations and service limits, and provides critical reporting to support leadership decisions.

Pay & Schedule

- **\$24/hour**
 - **Part-time, Monday–Friday**
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Key Responsibilities

Daily Tasks

- Respond to emails, calls, and texts within one business day
- Log and review time entries; manage To-Do list and calendar
- Track active Medicaid authorizations and flag expiring ones
- Review contract-related correspondence and update support notes
- Monitor service limits, compliance risks, and changes in guidelines

Weekly Tasks

- Weekly check-in with supervisor
- Verify contract limits and process billing (2–3x per week)
- Follow up on missing EVV and provider credentialing issues
- Run expiring contract reports and request renewals
- Update scorecards and track weekly billable hours
- Resolve billing issues, SPA mismatches, and service line reporting

Bi-Weekly & Monthly Tasks

- Run Zero Hours report post-payroll and conduct time reviews
- Review Medicaid billing vs. service delivery logs; follow up on denials
- Complete Relias training modules
- Monitor family hours and communicate with community connections
- Prepare monthly reports, track renewals, and ensure billing documentation meets Medicaid requirements

Qualifications

- Experience in **billing, payroll, or contract administration**, ideally in Medicaid or human services
- Strong **attention to detail and organizational skills**
- Proficient with Microsoft Office and data tracking systems
- Ability to manage multiple tasks and meet deadlines
- Excellent communication skills

Why Join Us

- Mission-driven, inclusive, and collaborative culture
- Opportunities for professional growth and training

- Direct impact on supporting people with disabilities in the community