



# Job Description

TITLE: Revenue Coordinator

REPORTS TO: Chief Financial Officer (CFO)

**General Statement of Duties:** With minimal supervision, perform a wide variety of specialized bookkeeping functions using computer equipment. Exercise initiative and independent judgment within department. Assure compliance with accounting and Social Security procedures. Position requires detailed and sensitive public contact.

**Working Condition and Physical Requirement:**

- The majority of duties are performed in the office.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting throughout offices, and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail is required on a daily basis.
- Excellent oral and written skills are essential.

**Key Responsibilities – Essential Functions**

1. Completed pre and post entitlement applications for TMS consumers, including initial claims for T16, T2 DAC, T2 Disability, Retirement, Lump Sum Death Benefits, and Medicare.
2. Support all phases of client trust accounting insuring the smooth conduct of DDS, and other audits as they relate to Client Trust activities.
3. Support VMRC personnel in assuring that VMRC is in compliance with Exhibit B of its contract with Trust Management Services.
4. For POS Department, maintain Source of Funds (TMF/SOF) for board & care placements.
5. Parental Fee Program: monitor, mail PFP packets, report monthly to DDS as needed.
6. Provide training and support to service coordinators on an ongoing basis.
7. Other duties as assigned.

**Minimum Position Requirements:** High School Diploma or equivalent and two years experience in fiscal record keeping or an A.A. degree in accounting and one year experience in fiscal record keeping, preference given to applicants with experience in Social Security Administration and other public benefit programs. Knowledge of general office practices and procedures, knowledge of bookkeeping terminology and procedures, knowledge of security of administration procedures, knowledge of computer equipment, ability to work effectively with others, and the ability to communicate effectively.