

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Third Party Billing Coordinator  
Code: 19179  
Salary Grade: 56  
FLSA Status: Non-exempt  
Department/Division: Fiscal Services  
Reports To: Financial Services Officer

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## *Summary*

- Function: To perform billing and reconciliations involving third party billing and accounts.
- Scope: Responsible for providing customer service through billing and collections of third party vendors. Must exercise independent thought and judgment over non-routine accounting problems.

## *Duties*

- Typical:
  1. Set up and maintain contracts in Banner
  2. Scan all employer provided financial authorization and tuition assistance forms to Xtender and apply to student accounts.
  3. Responsible for direct invoicing of vendors and military agencies; applying payments to vendor accounts, monthly reconciliations, charge-backs to students and processing refunds
  4. Maintain collections on past due vendor accounts
  5. Maintain monthly reports
  6. Provide customer service to all third party vendors and students.
  7. Perform end-of-year reconciliation and distribution of third-party receivables.
  8. Plan and schedule quarterly departmental team training meetings.
  9. Perform additional duties as assigned.
- Periodic:
  1. Assist in overseeing the scanning/indexing of checks to Receivables Edge for deposit to JPMorgan Chase account
  2. Assist in overseeing Fiscal Account Specialist
  3. Assist as liaison with students and university departments

4. Assist in scheduling coverage times for customer service windows
5. Act as backup for Fiscal Account Specialist and various back office duties, as needed.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited university	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal background check	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
2 years experience with third party billing/invoicing. Additional college education can substitute for the required experience.	Experience with third party billing in an educational environment.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Microsoft Office Suite	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office working environment	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision from Financial Services Officer	Indirect supervision to Fiscal Account Specialists in absence of Associate Bursar

***Accuracy***

Proficiency in all duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215

Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.