

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 2014
RANGE: 43.5
CLASSIFIED
CODE: 4

MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) ACCOUNT TECHNICIAN

DEFINITION

Under general direction, assist with the oversight of the Local Educational Consortium (LEC) program for proper administration of the Medi-Cal Administration Activities (MAA) program, and the Local Educational Agency Billing (LEA) program for KCSOS.

EXAMPLES OF DUTIES

Assist with the oversight of participating claiming units to assure compliance and implementation of the MAA program;

review time survey narratives and assign proper coding to claims before submission;

coordinate the dissemination of Medi-Cal Administrative Activities (MAA) policies and procedures to local educational agencies;

create correspondence material for MAA and LEA programs;

attend and assist with regional and local MAA meetings as necessary;

attend seminars, training sessions and other meetings related to MAA projects as assigned;

process invoices and assist with the submission of quarterly MAA invoices to the Department of Health Services;

assist in the oversight of the receipt of reimbursement funding and distribution of funds to local educational agencies in the region;

assist with the administration of the LEA program for KCSOS;

provide LEA assistance to other districts as determined necessary;

prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities;

perform related duties similar to the above in scope and function as required.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and procedures concerning public school accounting and financial record management and reporting systems;

Microsoft Word and Excel programs;

software applications, in both personal and mainframe system environments.

Ability to:

Assist with analyzing, interpreting, and explaining MAA and related laws, rules, and regulations;

perform accounting, review, and fiscal record management and reporting functions in support of the MAA program;

communicate effectively both verbally and in writing;

work independently and accurately;

perform related duties as assigned.

Experience:

Three (3) years of responsible experience in general accounting or bookkeeping required, including experience with the review and auditing of fiscal records.

Experience with LEA Billing and/or the MAA Program is preferred.

Education:

Education equivalent to the completion of the twelfth grade, with additional course work in general accounting, bookkeeping or other accounting related courses desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

11/24/15

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