



POSITION: Disbursement Specialist
DEPARTMENT: Group Operations
Exempt X Non-exempt

JOB RESPONSIBILITY SUMMARY:

The Disbursement Specialist is primarily responsible for managing medical, disability, and FSA check registers for group operations to ensure clients are provided a timely opportunity to review and approve funds prior to their release.

ESSENTIAL FUNCTIONS:

- Run Medical & Disability and FSA Check Registers; follow predefined schedules and documented procedures. Ensure a successful outcome by balancing registers
- Process RX claims, invoices and admin fees. Balance all groups upon release daily. Audit files as needed
- Effectively utilize all applications and file transactions involved in the check register and advanced funding process
- Maintain high levels of customer service to clients and co-workers. Reply to all client inquiries within 2 hours; escalated client request should be addressed immediately
- Email check registers to clients for approval according to specifications. Follow-up as needed to ensure checks are released timely
- Work collaboratively within the Team to ensure consistency in workflow and processes.
- Manage the correspondence workflow and follow-up with providers as needed
- Other duties as assigned

Essential Skills and Experience

- Prior experience in an Accounting environment preferred
- Prior experience in the healthcare industry and/or medical claims processing a plus
- Ability to follow multiple documented processes with focus on quality
- Proficient with Problem Resolution and critical thinking skills
- Must have excellent grammar skills including written and verbal communication
- Strong customer focus and sense of urgency to ensure defined timelines are met
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Qualified candidates should send a resume and salary expectations to:
careers@customdesignbenefits.com.