Position Opening

Billing Specialist – Full Time

Qualifications

- Associates degree in Business or previous related experience in medical billing, accounts payable/receivable.
- Highly analytical, organized, capable problem solving and motivated.
- Possess sound communication skills to interact with management, co-workers and vendors.
- A firm understanding of computers and accounting related software.

Responsibilities

- Assist Director of Finance in payment of vendors by monitoring contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos.
- Maintain an up-to-date billing system for the Mental Health and Substance Abuse Department.
- Perform statistical record keeping, billing and collection procedures for mental health and substance abuse clients, all third party payees, insurance, and vendor contracts.
- Carry out billing, collection, and reporting activities according to specific deadlines. Reconciliation of accounts.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Schedule appointments for mental health and substance abuse clients. Verify insurance and create fee contracts for clients.

Resume and Cover Letter: Liz Gonzalez, Director of Administration
Child and Family Charities
4287 Five Oaks Drive
Lansing, MI 48911
liz@childandfamily.org

Child and Family Charities is an Equal Opportunity Employer
We value diversity, cultural competence and team work

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