



## **Finance Assistant (Full Time)**

*Pay: \$20/hr*

### **Summary of Job Description**

Reach for Resources, Inc. seeks a motivated individual to participate in the organization's day-to-day financial operations, which include general office administration and accounting. This position is an opportunity for an accounting, finance, or business administration professional who would like to learn more about financial planning related duties, financial analysis, and special projects. The Finance Assistance will also have exposure to all areas of the organization, such as development, marketing, and program development. This position is best suited for someone who has a strong interest in nonprofit business administration.

All employees must complete an orientation training session and pass a criminal background check as well.

### **Essential Job Duties**

- Billing
  - Payer Setup Within Billing Software
  - Client Authorization Processing
  - Work with Program to Resolve Billing Issues
  - Create Invoices in Accounting Systems and Run Reports for Billing Software for Supporting Details
  - Update Unit Summary Workbooks for Programs
  - Apply Write Offs in Billing Software
- Account Receivable
  - Follow-up on Denied/Unpaid Claims Insurance Claim
  - Patient Responsibility Collections
  - Process Takebacks as Requested
- Payment Processing
- Conduct a variety of general administrative tasks as assigned

### **Minimum Qualifications**

- High School Diploma
- Organizational skills
- Attention to Detail
- The ability to perform within a team framework

- Ability to work independently within a defined set of policies, procedures, and guidelines
- Proficiency in Microsoft Excel and Other Accounting Software
- A genuine interest in helping others

## Preferred Qualifications

- Education in finance or accounting
- Previous experience in finance, accounting, or bookkeeping
- Understanding of basic accounting principles, bookkeeping processes, and financial regulation

## Working Conditions and Physical Demands

- **Environment:** In-office and potential for some remote work.
- **Schedule:** Full-time (40 hrs/week)
- **Physical demands:** Position may include: Light lifting (under 20lbs), sitting and standing, walking/traversing an environment, safely driving a vehicle, verbal communication, reading paper or electronic documents, hearing, ability to consistently use technology like laptop, fax machine, printer.

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits.

Benefits may include:

- Generous PTO package (15 days for full-time staff) with increases each year worked
- 13 floating holidays annually (for full-time employees, prorated from start month in first year of employment)
- Medical, dental, and vision insurance
- Life insurance, AD&D, critical illness, hospital, legal, accident, and pet insurance
- Retirement savings plan with company matching
- Company-paid MN PFML/Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## Disclaimer

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_