



Billing Specialist

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 Billing Specialist 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
 - Client Authorization Processing
 - Work with Program to Resolve Billing Issues
 - 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
- 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 Qualification

- 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:** Office environment with the potential for some remote work.
- **Schedule:** Full-Time, 40 hrs/week, M-F
- **Physical demands:** Light lifting (under 20lbs), sitting and standing, verbal communication, seeing, 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, pro-rated from start date in first year)
- 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.