

Position Title: Billing Specialist
Division: Finance
Reports to: Chief Financial Officer
Status: Non Exempt

General Summary:

Under the supervision of the Chief Financial Officer (CFO), the Billing Specialist is responsible for properly and effectively generate invoices to MediCal, insurance, private individuals, and other funding sources. The Billing Specialist supports the CFO in ensuring that policies and procedures are followed to provide the utmost confidence in our Accounts Receivable reporting.

Essential Job Functions:

- Gathers and reviews accuracy and completeness of all billing information.
- Submits MediCal claims through electronic transmissions.
- Generates and sends out invoices for all services rendered.
- Processes and keeps track of incoming payments and accounts in compliance with financial policies and procedures.
- Performs daily financial transactions which includes classifying, computing , posting, verifying, and recording invoices in Quick Books.
- Compare billing accounts with accounts receivable ledger in order to ensure that all payments are properly posted and accounted for.
- Resolves denied claims and takes corrective action.
- Responds to billing questions.
- Sends bill reminders regarding outstanding accounts.
- Prepares reports detailing accounts receivable status.
- Provides administrative support to the CFO.
- Performs other duties as needed.

Minimum Requirements:

- 2 years of work experience as a Billing Specialist
- Some college education (degree preferred)
- Excellent data entry skills
- Attention to detail with high degree of accuracy
- Working knowledge of Quick Books
- Proficiency in using a personal computer and MS Office and Excel
- Excellent organization and interpersonal skills
- Experience in administrative support services
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.