



***Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.***

Job Title: Billing Specialist
Reports to: Executive Director
Job Classification: Non-Exempt

Position Summary:

Responsible for the financial activities of the agency, including accounts receivable and payable.

Job Duties:

- Responsible for all aspects of billing – Medicaid, private insurance, HHS contracts, all Federal, State and privately funded grants, Title XX, etc.
- Work closely with staff to help increase collection of fees & rents.
- Tracks units of service and ensure funding sources are being utilized as budgeted and appropriate.
- Works in collaboration with Admissions to identify client funding sources and maximize collection of revenue.
- Is point of contact person with outsourced accounting firm.
- Responsible for the preparation and oversight of all accounts receivable billing and record of collection.
- Prepares and makes bank deposits.
- Work with various entities in regard to slide fee scales.

General Job Duties:

- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.



A United Way Agency

- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on-time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Bachelor’s degree in accounting preferred.; Minimum 1-year previous accounting and medical insurance billing experience required; Experience in a nonprofit organization strongly preferred; Electronic Health Record experience preferred. Excellent knowledge of computers and various office equipment.
- Must be at least 21 years of age.
- First Aid/CPR certified or the ability to be certified.
- Driver’s license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE SIGNATURE:	
DATE:	
SUPERVISOR SIGNATURE:	

Creation Date: 03/2024
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