

POSITION: Billing Associate – Full Time

We are a busy non-profit organization with strong ties to our community. If you would like to join a team that makes a direct impact on the lives of individuals with intellectual and developmental disabilities and their families, please submit your resume.

POSITION SUMMARY:

Performs Accounting functions for the agency.

JOB RESPONSIBILITIES:

1. Assist with performing all billing functions for the entire agency as assigned, including, but not limited to, client utilization & authorizations.
2. Responsible for all data entry for each billable service provided monthly to clients as assigned.
3. Prepare and submit invoices/batch billings to appropriate funder/payer.
4. As assigned, perform internal audit procedures on billings, research denials, and report authorization changes to appropriate staff/director for correction. Rebill once corrected. Assist with payment reconciliation.
5. Back up to other Accounting functions as needed.

POSITION REQUIREMENTS:

1. Minimum of Associates degree with Billing certification preferred.
2. At least 2 - 4 years' experience with medical billing preferred.
2. Must have a high level of attention to detail and ability to comprehend system processes.
3. Very strong math, organizational, interpersonal, communication and writing skills.
4. Ability to work independently, to set priorities and follow through on details.
5. Required background checks and clearance.

For more information please contact:

Lisa Harner
The Arc of Chester County
900 Lawrence Drive
West Chester, PA 19380
(610) 696-8090
Fax: (610) 696-8300
Email: hr@arcofchestercounty.org

11/2020