

JOB POSTING

The Florida United Methodist Children's Home
Is currently seeking applicants for the following position

Accounts Receivable Specialist

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

SUMMARY

This position will be responsible for the accounts receivable (AR) functions to include the private and third party billing, posting and collection effort of all fee for service and miscellaneous accounts owed to FUMCH.

EDUCATION AND/OR EXPERIENCE

Required to have an Associates Degree or higher in accounting or business administration or any combination of training and medical billing experience that would provide the required knowledge and abilities to perform effectively.

QUALIFICATIONS

- Accounting knowledge and skills to perform basic accounting functions
- Working knowledge of medical terminology, ICD10 and procedure codes
- Experience working Accounts Receivable aging report
- Must possess the knowledge or skills to utilize all financial software and hardware to include Excel and Word
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize and handle a variety of tasks with speed, attention to detail and accuracy
- Ability to maintain a high level of confidentiality
- Sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Collect and review for completeness and accuracy all information needed for daily billing
- Process all billings and send to third party billing agency
- Enter daily billing information in the accounting software to record the revenue and establish the receivable according to established procedures
- Prepare contracted therapists bi weekly payroll based on payments of claims
- Create and prepare reporting for contracted therapists
- Receive and post the administrative and wire deposits to the General Ledger in the appropriate accounts according to established procedures
- Communicates with contracted therapists and third party billing agency
- Reviews weekly outstanding AR balances for past due accounts, conducts collection activities, including researching and follow up on projects with third party billing agency and Medicaid providers
- Prepares and sends out weekly reporting to management
- Reconciles accounts receivable sub ledger against the general ledger
- Prepares monthly, quarterly, and annual reports as necessary according to established procedure and contracts

SECONDARY DUTIES AND RESPONSIBILITIES

- As assigned by the Controller

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources