

Accounting/Billing Manager (355)

Posting Date: 3/19/2018

Salary: \$51,455 to \$56,882 Annually

Job Description: The Person will Supervise and Coordinate Payroll and Billing Activities. Responsible for Coordination, Preparation, Review, Submission and Appeal of Medicaid, Medicare and Third Party Insurance Billings, Updating of Billing Software Tables, Provider Enrollment, Distribution of Client Statements and Reports, Posting of Payments Received both Electronically and Manual as Required, Distribution of Billing Reports to Staff and Filing/Oversight of all Payroll Operations and Required Reporting.

Education/Experience: High School Diploma or High School Equivalency Certificate issued in accordance with the law of the issuing state with at least 12 Years of Relevant Experience, 6 of which must be in Accounting and a Minimum of 3 Years Supervisory Experience OR Bachelor's Degree in Accounting, Business or Related Field, with at least 8 Years of Relevant Experience, 4 of which must be in Accounting and a Minimum of 3 Years Supervisory Experience OR Graduate Degree in Accounting, Business or Related Field with at least 4 Years of Relevant Experience, 2 of which must be in Accounting and a Minimum of 3 Years Supervisory Experience. **Required:** Experience with Medicaid, Medicare and Third Party Billings in an Office Setting.

Hours of Work: Hours of Work are Monday thru Friday 8am to 5pm. May require some overtime from time to time as necessary.

Licenses/Certifications: Valid Texas driver's license and must be insurable by Agency insurance; Must provide valid driver's license, social security card and proof of education at interview.

Physical & Skill Requirements: Ability to drive a vehicle, communicate effectively both verbally and written, ability to sit or stand for extended periods of time; good computer skills a must; ability to lift/carry up to 30lbs; leadership skills, team oriented, excellent time management, ability to manage multiple priorities and excellent financial skills; ability to pass the Preventative Management of Aggressive Behavior (PMAB) Training as well as all other physical requirements for this position.

Facility: 1504 S. Texas Avenue Bryan, Texas 77802.

****Call 979-822-6467 for application or visit website @ www.mhmrabv.org****