

Hospice By The Bay

Accounts Receivable Coordinator/Payroll Processor

Our nonprofit mission is to provide patients and families with physical, mental, emotional and spiritual support during a difficult time.

It takes a special person to devote his or her career to hospice and end-of-life care. We believe our commitment to ensuring personal dignity and respect extends to our employees and we embrace diversity and encourage a culture of inclusion. If you have passion for serving patients, their families and your community, we invite you to become part of our team.

We are currently seeking an Accounts Receivable Coordinator/Payroll Processor to join our Finance team. This person will be responsible for authorization and eligibility checks for all admitting hospice patients consistent with the organizations policies and procedures and applicable laws and regulations. The successful candidate will act as a main liaison to private insurance companies and will handle requests for information in order for Hospice By The Bay to receive payment. They shall serve as a back up for payroll including preparing bi-weekly payroll in an accurate and timely fashion through the use of complex software systems including but not limited to the collection of and the review of timesheets, data entry, review of payroll reports and maintenance of permanent payroll files. This is a full time (40 hrs) benefitted position.

Requirements include:

- Knowledge of computerized payroll processing systems
- Medical billing experience
- Accounts receivable experience including coding, cheque processing, staff and vendor relations
- Proficient in Excel, Word and accounting systems software
- Associates degree or one year experience or training

If interested in the above position please click on the link below and apply online

<http://www.hospicebythebay.org/index.php/join-us/job-search?ATSPopupJob=31193>