

Billing Specialist

Friends Counseling Center is looking for a hard working person to act as our Billing Specialist. We are seeking a dependable, team player, with Christian values, who will enjoy working in a small non-profit type environment. The person hired for this position will work closely with other Administrative and Professional Staff to accomplish daily objectives. This position answers to Friends Counseling Center's Executive Director.

Hours worked would be Tuesday-Friday, 32 hours per week typical.

Daily Tasks Include:

Submitting insurance billing

Contacting clients with co-payment and co-insurance amounts

Contacting insurance companies with billing questions

Assisting in scheduling clients and answering incoming calls

Maintaining aging insurance report

Creating bank deposits

Submitting client outstanding balance to collections

Collecting credit card payments from clients

Sending out client statements

High School Diploma or Equivalent (Bachelor's Degree Preferred)

Experience Preferred