

**Job Title:** Accounts Receivable Analyst

**FLSA Status:** .75 - 1.0 FTE  
Non-Exempt

**Department:** Finance

**Prepared Date:** June 25, 2020

**Reports To:** Senior Accountant

**Salary Range:** \$23.00-\$24.50/hr DOE

### Summary:

The Accounts Receivable Analyst is a 30 - 40 hour/week position responsible for the billing and collection for multiple departments at the Hearing, Speech and Deaf Center, primarily for one professional services department and collection support for two medical clinics. For our professional services department, the employee must accurately prepare invoices for customers and process subcontractor invoices. For our clinical departments, the employee is responsible for entering and submitting accurate claims to insurance companies.

This position is responsible for following up on and resolving pending medical insurance claim submissions for all denied, short paid and unpaid claims for our Audiology and Speech Clinics. Candidate must be able to address and resolve stalled claims and provide tenacious focus to complete the billing cycle for all departments. The Analyst works closely with other members of the Finance team as well as Department Managers and Directors to accomplish and complete all duties.

### Essential Duties and Responsibilities:

- Monitor Accounts Receivable aging accounts weekly; follow up on invoices and contact customers for collections
- Process daily incoming cash logs and apply funds to open receivables
- Generate routine monthly reports required for contract compliance
- Receive contractor invoices and process forms and receipts needed for Accounts Payable
- Review and investigate accounts on weekly aging report
- Process write offs on a monthly basis
- Communicate directly with insurance companies, healthcare providers and our patients to ensure claims are processed quickly, accurately and that payment is received by HSDC
- Review, respond, resubmit, and/or originate appeals on unpaid and denied claims
- Manage practitioner re-credentialing
- Own and optimize clinic billing workflow and process
- Collect tuition for a small preschool from parents and alternate funders
- Prepare and transmit monthly invoicing to local city and county governments to collect grant funds for Parent/Infant Program
- Perform work on weekends and evenings as needed to meet applicable deadlines
- Other duties as assigned by supervisor

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 2+ years of bookkeeping or billing experience with prior claims analysis required. Medical insurance billing experience preferred
- Documented track record of reducing and maintaining healthy A/R
- Experience with ICD-9, ICD-10, CPT and HCPCS coding
- Strong attention to detail and excellent organizational & documentation skills, and ability to prioritize and complete work in a timely manner with accuracy
- Fluent with basic computer software such as Office, Excel and Outlook and ability to learn custom software
- Experience with QuickBooks and Medical Clinic software such as NueMD and Blueprint or similar preferred
- Able to work both independently and as part of a team
- Able to work respectfully and inclusively with people from diverse backgrounds
- Able to communicate clearly and effectively in written English and verbal English or American Sign Language (ASL)
- American Sign Language (ASL) skills or willingness to learn

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office environment, with a moderate noise level. To perform the job, the employee is frequently required to communicate via telephone or videophone and in person with individuals and groups. The employee is required to read and respond to documents in hard copy and electronic form, as well as operate standard office equipment. All work will be performed remotely during the Governor's Stay Home, Stay Safe Initiative.

*HSDC is an equal opportunity employer*

**How to Apply**

Please email cover letter and resume to [lharper@hcdc.org](mailto:lharper@hcdc.org). Priority given to candidates who apply by 5 pm on July 9, 2020