

MARINERS INN

TITLE:	Billing Coordinator	EFFECTIVE DATE:	09/01/2019
CLASSIFICATION:	Non-Exempt	REVIEWED DATE:	
STATUS:	Full Time	REVISED:	
REPORTS TO:	Chief Financial Officer		
SUPERVISES:	(2) Billing Specialists		

An essential part of the service provider industry, a Billing Coordinator, is able to multi-task without compromising the accuracy of their work and oversee the entire billing process coordinating all the departments, services and staff

RESPONSIBILITIES:

- Planning and supervising treatment services billing and collection operations
- Coordinating with all departments to ensure thorough and accurate billing for all services provided to clients
- Responsible to oversee the billing department staff and report issues to CFO
- Responsible to communicate with billing providers and resolve any billing matters
- Responsible for billing for services through the Detroit Wayne Mental Health Authority for Recovery Housing, Residential Services and Outpatient Services for the organization
- Responsible to report financial reports to the finance department
- All other duties as assigned by the Chief Financial Officer

QUALIFICATIONS:

- Degree in business administration, accounting or related field OR minimum of a medical billing certification, and at least 1 year experience
- Valid driver's license with a clean driving record
- Efficient multitasking and time management skills
- Strong organizational skills and attention to details
- Excellent communication and numerical skills
- Proficient in Windows, Word, and Excel
- Familiarity with the Mental Health and Wellness Information Network (MH-WIN) a plus, however not required
- Able to establish and maintain harmonious working relationships with co-workers, consumers and the general public
- Ability to lift minimum of 10 lbs. and long periods of sitting at a desk working on a computer

COMPENSATION & BENEFITS:

- Medical, Dental and vision after 90 Day Introductory period
- Life/AD&D and LTD (Company paid benefits after 90 days)
- 401K Profit Sharing Plan
- Supplemental Insurance: AFLAC

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by August 31, 2019. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.