

## MARINERS INN

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<b>TITLE:</b>	Billing Specialist	<b>EFFECTIVE DATE:</b>	11/1/2017
<b>CLASSIFICATION:</b>	Non-Exempt	<b>REVIEWED DATE:</b>	1/19/2018
<b>STATUS:</b>	Full Time	<b>REVISED:</b>	2/19/2018
<b>REPORTS TO:</b>	Chief Financial Officer		
<b>SUPERVISES:</b>	NONE		

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**An essential part of the service provider industry, a Billing Assistant, also called a medical billing clerk, ensures that the billing of services is handled correctly and that the right services per client is correctly billed to the appropriate insurance provider and that the billed services are timely paid by the insurance provider.**

### RESPONSIBILITIES:

- Assist with billing for services through the Detroit Wayne Mental Health Authority for Recovery Housing, Residential Services and Outpatient Services for the organization
- Assist with Consumer relation duties as needed (i.e. store day, DHS interviews,)
- Assist with Grant billing (as needed) : check reimbursable information for major grants (i.e. allocating costs in Q, preparing FSR, and supporting documentation monthly)
- Assist with financial audits as needed
- Run office errands; drop off reports and documents (as necessary)
- All other duties as assigned by the Chief Financial Officer

### QUALIFICATIONS:

- Minimum of a Medical Billing Certification, and at least 1 year experience
- Valid driver's license with a clean driving record
- Be flexible and able to work in a multi-tasked environment
- 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:

- \$35K Annual
- 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](mailto:humanresources@marinersinn.org) by April 30, 2018. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.*

- **Annual Salary: \$35k**