



JOB OPPORTUNITY

ACCOUNTS RECEIVABLE REPRESENTATIVE **Full-time, 1 FTE** **PATIENT ACCOUNTS**

External applicants may apply at www.hillsdalehospital.com. Current employees may submit a written request to the Human Resources Department.

Requirements

- High school diploma or equivalent
- BLS (Basic Life Support) certification (available through Hillsdale Hospital)
- Must possess data entry skills
- Posting daily cash
- Maintain electronic files to pull in vouchers from payers for posting
- Maintain balancing log with Accounting Department
- Sort adjustment sheets for CFO approval and posting
- Assign edit breakouts when change required
- Prepare files for day and closing and month end closing procedures
- Monitor all credit balances by sorting to correct biller for review
- Run Bad Debt/A/R balancing report weekly
- Must be committed to Service Excellence and embrace Vision, Mission, values and culture of Hillsdale Hospital
- Must be flexible, dependable, responsible and a team player with favorable attendance record

Posted: 4.09.2018
Take Down: 4.19.2018 (May remain posted longer)