



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Description

**POSITION TITLE:** Accounting and Medical Billing Specialist

**DEPARTMENT:** Finance Department and Behavioral Health

**REPORTS TO:** Finance Director and Behavioral Health Director

**STATUS:** Nonexempt Full- Time (37.5 hours/week)

**SUMMARY** The Accounting and Medical Billing Specialist is responsible for processing accurate and timely claims to insurance providers and ensuring payments are received. In addition, the Specialist assists the Finance Department with financial budgeting and reporting, account reconciliations, and other accounting projects.

### RESPONSIBILITIES:

1. Relay insurance benefits and patient liability to patient and Counselors in a professional manner.
2. Accurate and timely data entry in patient and insurance records using Electronic Health Records system.
3. Prepare and bill insurance claims, paper and electronic, as required by insurance company,
4. Process accounts payable invoices for 3<sup>rd</sup> party service providers.
5. Timely follow-up and resolution to insurance companies, service providers.
6. Collaborates with finance team on various accounting projects.
7. Performs reconciliations of accounts.
8. Set up and maintain program and grant budgets.
9. Prepare monthly financial reports for Program Directors.
10. Carries out administrative tasks.
11. Maintains documents and records to ensure all files are kept up to date.
12. Participates in program audits and annual audit.

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13. Supports Accounts Payable Specialist and cross trains on duties of other Accountants.

**MINIMUM QUALIFICATIONS:**

- Associate degree in Accounting or Finance.
- Medical billing and coding experience, including Medicare in WA, min. 1 year (required)
- Knowledge of general accounting principles and general accounting functions, including cost accounting and auditing.
- Knowledge of budget preparation and administration, financial record keeping and reporting.
- Proficiency in Excel and Access. Experience with accounting and electronic health record systems.
- Strong work ethic with a defined sense of urgency, ownership, and accountability for deadlines.
- Strong problem-solving skills.
- Excellent communication skills, team building skills
- Ability to deal sensitively with confidential material.
- Ability to work effectively in a multi-ethnic environment with sensitivity to and respect for diverse cultures.

**PHYSICAL REQUIREMENTS:**

- Adequate visual skill and manual dexterity for computer and other data-related tasks
- Able to sit for long periods of time.
- Able to lift and move file boxes

**CLOSING DATE:** Open until filled

**BENEFITS:** Medical insurance, dental insurance, life insurance; LTD; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

**FOR CONSIDERATION:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

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