



## POSITION OPENING

### **BILLING SPECIALIST**

Full-time (40 hours per week position) responsible for billing functions for all payer sources including private, Medicare A, Medicare B, Medi-Cal, Hospice, Health Maintenance Organizations (HMOs) and other insurance claims. The Billing Specialist is also responsible for the accuracy of account receivable journal entries into the general ledger and month-end reports. This position works closely with the Controller to resolve billing issues.

Experience includes a minimum of two years in Medicare, Medi-Cal, third party insurance billing, in a for-profit or not-for-profit nursing facility preferred, BA or BS Accounting or Business Administration degree, general typing and clerical skills, proficient with Excel and Word software, excellent interpersonal and communication skills, ability to work effectively and collaboratively with residents, family members, staff and advisors. Monday through Friday though days and hours may vary occasionally.

**Starting rate: \$20.00 per hours.** Hillcrest offers a comprehensive benefits package and competitive salary.

Hillcrest  
Human Resources  
2705 Mountain View Drive  
La Verne, CA 91750

An Equal Opportunity Employer  
Hillcrest is a smoke-free facility

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