



JOB DESCRIPTION # 81.1

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Accounts Receivable Manager

JOB CATEGORY: Administrative Support Staff

REPORTS TO: Controller and Chief Financial Officer/CFO

BASIC FUNCTIONS: Responsible for the supervision of the AR staff and all phases of accounts receivable/billing including the follow-up and collection of problem accounts.

SCOPE: Work is performed with a high degree of independence and under the supervision/direction of the Controller and Chief Financial Officer/CFO.

QUALIFICATIONS: Minimum of three (3) years collection and/or accounts receivable experience. Knowledge of third-party billing and insurance coverage. Must have good communication skills in dealing with management and various state and local agencies. Computer experience is a must.

SCHEDULE: This is a full time position with hours 9:00 a.m. to 5:00 p.m. – Monday through Friday, and as corporate needs dictate.

RESPONSIBILITIES/OBJECTIVES:

- Supervise all pertinent AR staff
- Responsible for all phases of billing.
- Confers with various state and local agencies to resolve billing and collection problems.
- Evaluate and make pertinent recommendations to management on collecting and billing improvement.
- Responsible for keeping patient accounts current with effective follow-up of accounts over 30 days old.
- Supervises follow-up delinquent accounts and makes recommendations to management on problem accounts.
- Prepares necessary reports as needed by management.
- Other special projects as may be assigned from time to time.

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EXPECTATIONS:

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Exempt

STATE CONTRACT CROSS REFERENCE TITLE: Accounting Staff

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

Rev. 01/07