



## NOTICE OF JOB OPENING

### *Anchorage Billing Specialist II*

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**OPENS:** 1/20/12  
**JOB STATUS:** Full Time

**CLOSES:** Until Filled  
**STARTING SALARY:** \$19.00 DOE

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### **JOB DESCRIPTION**

The Billing Specialist performs a variety of preparatory, quality assurance, billing and general office duties in the collections department. This position bills Medicaid and third party insurance for a variety of services provided in a residential and day activity setting. Position also entails completing special projects as assigned including monthly reports and reconciliations of individual billings. Successful applicant will be able to work with a high degree of accuracy, independence, confidentiality and professional judgment. The ideal applicant will have accurate data entry, excellent time management skills, and a critical eye to assure for quality in all work.

### **REQUIREMENTS**

- EDUCATION:**
- High School Diploma or GED
  - Associate's degree in Accounting or related field preferred
- EXPERIENCE:**
- Three years of billing experience is required. Medicaid Billing experience with electronic health records is preferred.
  - Proficiency in Microsoft office particularly Excel
  - Excellent Computer skills including typing and data entry
- OTHER:**
- Have a valid driver license & at least 3 years of driving experience (can include permit time)
  - Provide driving record that meets agency guidelines
  - Pass a criminal background check under state regulation

### **FOR MORE INFORMATION, CONTACT:**

Human Resources Recruiter  
Hope Community Resources, Inc.  
540 W. International Airport Rd  
Anchorage, AK 99518  
1-800-478-0078  
[jobs@hopealaska.org](mailto:jobs@hopealaska.org)