

# Senior Services



Date: August 26, 2013

Position Title: **Billing Supervisor**

Department: **Finance**

Senior Services – Southwest Michigan is seeking to fill a full-time, non-exempt billing supervisor position. This position will oversee billing processes for MI Choice Waiver, SrACT, Case Management and OBRA/Nursing Facility Monitoring. Will also provide data entry support to agency programs.

This position reports directly to the Chief Financial Officer and will be responsible to provide supervision to the data/billing clerk. Will be responsible for agency billing for the designated programs, according to the processes as defined by the agency and funding sources. Will investigate and act to resolve outstanding billing and reimbursement requests; communicating issues to responsible individual and/or departments for prompt resolution. Prepares requests for vendor payments; generates and prints monthly “variance reports” from the MICIS (Waiver) software; reviews and corrects bills pending or rejected by Medical Services Administration (Medicaid).

Position requires an Associate’s degree or equivalent billing/posting experience. Supervisory experience required. Clerical, basic computer operations skills and the ability to use a 10-key calculator are necessary. Good telephone skills and the ability to communicate clearly and effectively with both internal and external customers required. Familiarity with MICIS software system preferred. Knowledge of Excel and other MicroSoft software programs such as Word required.

Apply in person between the hours of 9:00 a.m. and 3:00 p.m. at the Senior Services-Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax resume to: 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (no phone calls, please).

Senior Services-Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services-Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction.