



# Business Office Patient Account Payment Specialist

In this position, the Patient Account Payment Specialist will be responsible for the daily processes and reconciliation of deposits; completes timely and accurately the posting of payments received for the facility.

This is a non-exempt full-time position, subject to overtime rules; Monday-Friday.

**Education, Experience and Licensure/Certification Requirements:** Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

1. High School Diploma or general education degree (GED) with two to four years of experience in healthcare finance/billing and/or a combination of relative education and experience.
2. Bachelor or Associates degree in a finance and/or related healthcare field, preferred.
3. Knowledge of and general aptitude with common computer software, applications and keyboarding functions.
4. Ability to communicate effectively and diplomatically within a multi-functional team.
5. Strong organizational skills and attention to detail.
6. Ability to successfully function in a fast paced, service oriented environment.

IN-HOUSE POSTING CLOSING THURSDAY, APRIL 12, 2018 AT 5PM.



**Please submit completed applications to the Human Resource Department only.**

Applications available at Clinic front desk, Human Resources or on-line at  
[rosebudhealthcare.com](http://rosebudhealthcare.com)

Posted 4/6/2018 (sw)

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