

# Job Posting

## Billing Specialist

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**Part time, Non-Exempt**  
20 hours per week

**Posted: August 18, 2010**

**Open: Immediately**

Resources for Child Caring (RCC), is an organization whose mission is to raise the standard of care for children. We are searching for a Part Time (20 hours per week) Billing Specialist to ensure child care provider billing forms are approved and processed according to program parameters. The Billing Specialist also clarifies billing issues, supports case managers in monitoring payments and assists with general program operating duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepares billing forms for processing, which includes entering data, proofreading for accuracy and verifying data.
- Researches payment problems. Answers questions from team members regarding payment issues and corrections.
- Provides respectful customer service to program participants and providers.
- Assists with general program operation duties including assisting with distributive mail, ordering and tracking supplies, and creating program packets.
- Works closely with Ramsey County Accounting staff, RCC Case Managers and Intake Workers to ensure efficient and accurate service.
- Interprets CCAP program policy, rules and statutes for parents and providers.
- Maintains accurate filing of paid bills as required by the contract and auditors.
- Provides information, resources and referral as needed.

### **REQUIREMENTS:**

- Two years of post-secondary education, or equivalent experience.
- Two years demonstrated experience working with low-income and diverse families.
- Demonstrated ability to use basic math calculations.
- Ten key data entry skills.
- Strong people and communication skills.
- Good organizational skills and attention to detail.
- Ability to handle a variety of tasks simultaneously.
- Ability to make decisions and problem solve effectively and efficiently.
- Ability to work within a team environment and individually.
- Strong computer skills.

### **SALARY AND BENEFITS:**

RCC offers competitive salary and an excellent benefits package, prorated for Part Time. Our 90+ employee agency offers flexible schedules and a family-friendly, professional work environment in an award winning building located in Little Canada near Highways 35E and 694.

### **IF INTERESTED:**

Submit cover letter and resume **with salary history** to:

Email - [jobs@resourcesforchildcare.org](mailto:jobs@resourcesforchildcare.org) with ATTN: HR-Billing on the subject line

Mail - Resources for Child Caring, ATTN: HR-Billing 10 Yorkton Ct., St. Paul, MN 55117

Fax - 651-645-0990, ATTN: HR-Billing