

<b>Job Title</b>	<b>Finance/Human Resources Assistant</b>
Annual Salary	Commensurate with qualifications and experience
Reports To	Revenue Cycle/Human Resources Manager
Travel Requirements	None
Type of Position	Regular full-time with benefits
Overview	The Finance/Human Resources Assistant will work under the direction of the Revenue Cycle and HR Manager. The Finance/Human Resources Assistant will assist the Revenue Cycle and HR Manager with recruitment, maintain employee records, assist with accounts payable and payroll processing and provide administrative support to all employees; provides accounts receivable and patient billing support.
Minimum Skills, Experience, and Educational Requirements	<ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• At least 1-3 years of experience.</li> <li>• Exceptional interpersonal, written, and verbal communication skills.</li> <li>• Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.</li> <li>• Strong proficiency in MS Office (Excel, Microsoft Word, PowerPoint, and Outlook) and QuickBooks.</li> <li>• Creativity and strong problem-solving skills.</li> <li>• Strong task and time management skills.</li> <li>• Demonstrated ability to work independently and handle related tasks and projects.</li> <li>• Experience in the health care field is preferred.</li> </ul>
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Maintenance of Accounts Payable entry and processing, assists with bi-weekly payroll.</li> <li>▪ Offers patient billing support to our billing processor, CHMB.</li> <li>▪ Process and maintain a record of the requests for refunds to patients.</li> <li>▪ Support Rev Cycle/HR Manager, CFO, and CCO with Provider Credentialing, maintains up to date records/files and manages timely professional certification and re-certification schedule and related documentation.</li> <li>▪ Assists Rev Cycle/HR Manager, CFO and CMO with provider insurance enrollment and renewal for reimbursement purposes.</li> <li>▪ Promote and facilitate effective and clear communication among all members of the staff.</li> <li>▪ Contributes in the development of reports, preparation of information/ documentation for the Board of Directors, Committees, sub-committees and other meetings as requested by the Rev Cycle/HR Manager and CFO</li> <li>▪ Aids the Rev Cycle/HR Manager with a variety of recruitment, onboarding &amp; retention tasks.</li> <li>▪ Coordinate's training sessions at the direction of the Revenue Cycle/HR Manager and/or Senior Management.</li> <li>▪ Produces and submits reports on general HR activity.</li> <li>▪ Attends, actively participates in, and takes detailed minutes for the weekly Finance Team Meeting.</li> <li>▪ Attends biweekly All Staff meetings.</li> <li>▪ Stays up to date with the latest HR regulations, trends, and best practices.</li> <li>▪ Performs other duties as requested by the Rev Cycle/HR Manager, CFO and/ or CEO.</li> </ul>	