

BUSINESS ADMINISTRATIVE COORDINATOR

Seeking a compassionate, energetic, and team-oriented person as a Business Administrative Coordinator.

Starting wage at: \$16.00/hour

This position is **32 hours per week, Monday through Friday.**

Other benefits include:

- PTO accrual based on hours worked
- Health, Dental, Vision Insurance coverages with employer partially funded health savings account
- Availability of comprehensive voluntary insurances
- Retirement annuity option available

Business Administrative Coordinator Job Duties:

Responsibilities focus on providing professional, personalized and organized administrative support. These include but are not limited to:

- Provide primary administrative management of the accounts receivable system for a senior living and health care campus by maintaining an efficient A/R billing and collections operation.
Including:
 - Performing billing and collection protocols;
 - Generating billing and resident accounts receivable statements;
 - Maintaining and verifying census information;
 - Certification of payor sources and insurances along with prior authorizations for all potential admissions;
 - Communicate directly with residents, families, payors, insurance, and various agencies, and other senior leadership team members.
- Manages and maintains accurate and complete resident trust account financial statements.
- Assist residents and families with the education and completion of necessary requirements of a wide variety of payor sources, insurances, payment assistance.
- Remain current on regulatory changes as they affect business and A/R Billing practices.
- Perform general administrative duties such as preparation and distribution of business communications and management information including letters, memoranda, proposals, reports on a routine basis and other special projects in a timely and accurate manner.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records.
- Monitor computers and IT systems including automated systems and applications for A/R Billing and electronic peripherals for proper performance and maintenance.
- Manage office supply levels; reorder when appropriate.

Required Skills:

- Minimum of an Associate Technical Degree in Business Administration; four-year degree in business-related field a plus.
- Two - five years of experience in a business office setting providing administrative support and experience in health care and insurance is preferred.

Interested in joining our team?

We strongly encourage interested applicants to submit a detailed resume or complete an employment application. Accompanying that document a Background Information Disclosure must be included. Please send these items to marketing@svhcs.org or mail to:



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