



**Finance Coordinator**  
ALL CARE TO YOU

**Job Category:** Accounting/Finance

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** 1-3 years

**Posted On:** 21 Apr 2024

**Application Deadline:** 20 May 2024

## Job Context

- All Care To You is a Management Service Organization providing our clients with healthcare administrative support. We provide services to Independent Physician Associations, TPAs, and Fiscal Intermediary clients. ACTY is a modern growing company which encourages diverse perspectives.

## Job Description/Responsibility

- Works closely with the Finance Manager and team to maintain accurate financial records and procedures
- Work with outside auditors to ensure financial reports are accurate
- Making updates to billing and collection procedures.
- Assist with basic financial accounting and processing of check requests and expense reimbursements.
- Make monthly Journal Entries into Quickbooks and reconcile bank accounts monthly
- Assist with Health Plan and DMHC audits
- Process daily online bank transactions
- Routine follow-ups on past due and denied claims
- Audit, correct, and re-bill applicable claims
- Special projects as needed

## Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

## Additional Academic Requirements

- Bachelor's degree in finance, Business, or a related major preferred or comparable experience

## Experience Requirements

- 1 - 3 years of experience is required.

## Additional Experience Requirements

- 1-3 years of finance support experience

- At least 2-3 year of previous Medical Billing experienced

### **Skills Requirements**

- QuickBooks experience required
- Complete knowledge and understanding of HMO, PPO, Medicare and Medi-cal billing guidelines preferred
- Proficiency using Outlook, Microsoft Teams, Zoom, Microsoft Office (including Word and Excel) and Adobe
- Detail oriented and highly organized
- Strong ability to multi-task, project management, and work in a fast-paced environment
- Strong ability in problem-solving
- Ability to self-manage, strong time management skills
- Ability to work in an extremely confidential environment
- Strong written and verbal communication skills

### **Work Area**

- Applicant should have experience of working in the following category(ies): Accounting/Finance

### **Industry Type**

- Experience should include the following skills: Hospital/Diagnostic Center

### **Job Location**

- Anywhere in the country

**Address:** Anaheim, CA, Anaheim, CA, United States

**Company Profile:** Health Care Services & Hospitals

**Company Website:** <http://www.allcaretoyou.com/>