



Community Mental Health Services

of Livingston County

LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH IS RECRUITING FOR THE POSITION OF: ACCOUNTING SPECIALIST

DATED: April 30, 2008

SALARY RANGE: \$30,625-\$37,057

APPLICATION DEADLINE: Until Filled

GENERAL STATEMENT OF DUTIES:

This is a full time position that offers diversification of duties. Duties may include adjudication of provider claims, maintaining provider contract agreements and fee schedules, processing bills to Medicare, Medicaid, third party, and private pay, and other relevant financial duties as assigned.

REQUIREMENTS:

Candidate will have strong organizational/interpersonal skills with ability to work independently. Applicant should have a solid working knowledge of electronic billing software and Microsoft Office Suite. Encompass Software experience a plus. High school diploma required, Associate's degree preferred.

INTERESTED APPLICANTS MAY SEND RESUMES TO:

Arlene Maciag
CMH of Livingston County
2280 E. Grand River
Howell, MI 48843

An Equal Opportunity Employer

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