



REVENUE CYCLE MANAGER (Manager, Revenue and A/R)

Location: New City, NY 10956

Division: Administration/Finance

Status: Full-Time, Exempt

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Revenue Cycle Manager (Manager, Revenue and Accounts Receivable)** will be responsible for the day to day management of the Revenue Billing Cycle function and supervision and training of Revenue and Accounts Receivable staff. The role will ensure the accuracy, reliability and timeliness of all Revenue submissions, Collections, Reporting, all information generated by the Revenue function. Position is responsible for all related Accounts Receivable activity within both the Revenue billing systems and the financial reporting systems. Experience in non-profit industry a must. Prior Medicaid, Medicare, Managed Care billing experience required. Experience with OMH, OPWDD, SED, DOH, and Health Home Services a plus.

Education & Experience:

- Bachelor's degree in accounting, finance or related field.
- Previous supervisory experience required.
- 5 years' experience in a not-for-profit human services agency or health related organization.

Additional Requirements:

- Must be proficient in the use of electronic medical billing software.
- Third party billing experience required, including NYS Medicaid.
- Excellent computer skills, including MS Office applications and medical practice management and billing applications.
- Working knowledge of Microsoft Office and the following Billing Software programs a plus: Foothold, Precision Care, Accumedic, Great Plains, NextGen, NYSCRI and CAIRS
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.



How to Apply:

Please send resumes to:

Jawonio Inc

Human Resources Department

260 N. Little Tor Road

New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers