



# EMPLOYMENT OPPORTUNITY



Center for Families and Children  
Human Resources Department  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
(216) 432-7257 (Fax)  
[careers@c4fc.org](mailto:careers@c4fc.org)

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**Position:**  
Billing Supervisor

**Posting Date:**  
April 26, 2006

**Closing Date for Applications:**  
May 3, 2006 (Internal Candidates)

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***Job Summary:***

Under the management of the Manager of Fiscal Operations and Analysis, performs the function of supervising all aspects of billing processes, including the day-to-day operations of the billing department. Takes the lead in resolving outstanding billing issues and works as the intermediary with third party payers to ensure the appropriate use of billing codes and the receipt of prompt payments. Works with peers and management in designing and implementing procedures and best practices.

***Job Duties & Responsibilities:***

Supervises the staff of the billing department. This includes departmental training and development and the assignment of associates' workload. Resolves issues, modifies and implements procedures and monitors department's performance.

Responsible for the billing processes of Behavioral Health, RapArt and Ease@Work Programs. This includes ensuring timely and accurate billing and collection for all accounts receivables in compliance with federal and state regulations.

Reviews and monitors the posting and reconciliation of the billing activities of the organization matching the general ledger to the subsidiary ledger.

Reviews the accounts receivables aging reports monthly and performs follow-up on outstanding accounts for all Programs, including receivable which are billed outside of the billing department.

Performs computer operation tasks including database maintenance and data entry; Works with IT department to perform system testing, including testing of updates and patches.

Prepares monthly billing schedules for closing with Program managers and staff to appropriately capture billing activities for the time period.

Works with Program staff in preparing monthly billing for all Programs.

Remains aware of external notifications and takes appropriate action including monitoring and updating the CPT-4 and ICD-9 codes with the appropriate modifiers for all of CFC's billing activities

Coordinates quarterly meetings between Billing staff and other program staff to improve processes and communication.

Assists in ensuring CFC is HIPPA compliant with its billing area and the sharing of such information within and outside CFC.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

# **EMPLOYMENT OPPORTUNITY**

Assumes additional responsibilities and performs special projects as needed or directed to support the organization.

## ***Job Qualifications:***

Must have an associate's degree or equal experience in billing processes and general accounting activities. Experience in medical billing practices and supervision helpful. Excellent organizational, verbal, written communication skills along with the ability to work with peers required.

## ***Application Procedures:***

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and/or résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children  
Human Resources Department  
Attention: Billing Supervisor  
4500 Euclid Avenue  
Cleveland, Ohio 44103  
HR Fax #: (216) 432-7257**