



Cambria Community Healthcare District Office Manager

Salary \$62,500 - \$83,200 Annually

Location Cambria, CA

Job Type Full-Time

Department Administrative

Opening Date 8/6/2024

Closing Date 8/20/2024

Description

Position:

The Cambria Community Service District is actively recruiting an Office Manager. The ideal candidate will be a highly organized, detail-oriented, team player with strong written and oral communication skills, proficient with technology, and willing to learn new skills and applications.

Examples of Duties

Under the supervision of the Administrator, performs support functions for the District, which may include:

- A variety of administrative, human resources, and financial duties and tasks.
- Special district board administration. Attends Board meetings and ensures records and minutes are appropriately prepared and maintained.
- Human resources and general District records management.
- Handling of confidential information and records protected under medical privacy laws.

Billing

- Submits ambulance billing to patients and insurance providers.
- Records all incoming payments from insurance providers and patients and updates internal accounting records.
- Follows up on insurance denials or requests for additional information.
- Manages contact with patients to update records, such as billing addresses and methods of payments.
- Responsible for accounts receivable collection.

Financial and IT Support

- Processes accounts payable.
- Must become trained and knowledgeable in District payroll and accounting methods and procedures.
- Update website as needed.
- Prepare monthly and quarterly accounting reports for the Board as directed by the Administrator.
- Supports the annual audit performed by an audit firm hired by the Board.
- Performs banking transactions required including banking deposits and payment processing using QuickBooks.

Payroll

- Process and input into payroll system new hire paperwork.
- Maintain employee human resource file to include insurance, reimbursements, dependent care, and health-savings plans.
- Second proofing for prepared semi-monthly payroll processing.

Other Duties

- Performs other related duties as directed by the Administrator.

Necessary Knowledge and Skills

The position requires a broad understanding of accounting and administrative processes. Knowledge, skills, and abilities related to the performance of general office duties including, but not limited to:

- Highly skilled in Microsoft 365 applications, Adobe Pro and Zoom.
- QuickBooks or comparable accounting software.
- Proper English usage, including spelling and punctuation.
- Medical billing experience or comparable billing experience.
- Interpret and apply policies and procedures.
- Use tact and discretion, and deal effectively with officials, co-workers, and the general public.
- Ability to perform assigned duties independently with minimum supervision.

Education and Experience

A high school diploma is required. Coursework in accounting or business administration or equivalent experience is desired.

A minimum of five years of relevant experience at a comparable or larger organization is required. Experience with emergency medical services or related health services is desirable.

Application Process

Applications are accepted on August 6th, 2024, and close at 5:00 pm on August 20th, 2024, or when a sufficient number of applications have been received. Please submit a cover letter and resume to Lhendy@Cambria-Healthcare.org.