

ACCOUNTING CLERK

LifeCircles, A Porter Hills PACE Partnership, is in need of a part time Accounting Clerk to join our innovative geriatric health care program in Muskegon, Michigan.

The primary purpose of this position is to perform accounts payable, accounts receivable and process insurance claims for the Finance Department and Executive Director of LifeCircles.

Responsibilities include:

- Responsible for reconciling purchase orders to incoming invoices and management of purchase order system.
- Responsible for data entry to accounts payable and processing payments.
- Responsible for entering insurance claims daily for services provided according to authorizations in electronic medical record and processing for payment.
- Responsible for filing of accounts payable vouchers and insurance claims payments.
- Responsible for claims status coordination and eligibility/benefits verification.
- Responsible for new enrollee data entry.
- Responsible for posting of monthly Medicare and Medicaid payments.
- Provide as needed general clerical work, such as filing, mailing, phone answering to support the needs of the finance department.

Candidates must have an Associate's Degree in Accounting or a minimum of two years of experience in Finance and/or Accounting and one year experience working with the frail elderly. Medical billing and/or insurance processing experience preferred