

Billing Analyst

ReadyRide Service

1235 NE 6th St, Grants Pass, OR 97526

Full-time, M-F, 8am-5pm or 9am-6pm

Job description

Position Overview

The Billing Analyst will provide operational support to the administrative and finance department. Specific attention will be given to several focused projects in collaboration with the Controller and other members of the Finance/Admin team.

The position will support operational processes in the financial and accounting aspects of the company including service verification, general ledger management, accounts payable, reconciliations and financial reporting as needed.

On the daily you will encounter the task of reviewing client forms, calculating client reimbursements, entering data into spreadsheets, maintaining bus fares and using Quickbooks. Applicant must be capable of working independently and with others. Attention to detail and being able to multi-task is part of the job requirement. ReadyRide provides a positive and energetic work environment which is ever-changing and challenging.

Compensation

Compensation for Billing Analyst includes a competitive probationary hourly wage of \$18.00 per hour, performance compensation, a company retirement plan + company match, paid time-off and sick pay. Compensation may be *negotiable* in lieu of candidate's skill, talent, current compensation, and other subjective factors that may make a candidate more desirable for this position. Review at 90-days and an increase can be expected once probationary period completed and shall be commensurate with skill and performance.

Essential Personal Qualities

1. Caring and compassionate.
2. Excellent customer service.
3. Patient.
4. Punctual.
5. Excellent attendance.
6. Be easy to reach by phone, text or email during business hours.
7. Skilled in using technology: computers, software, phones, tablets and copy machines.

Job Requirement / Details

1. Proficient at Excel spreadsheets.
2. Basic knowledge of Quickbooks or similar accounting software and concepts.

3. Must be comfortable dealing with complex, sometimes difficult, situations and clients over the phone.

4. Available for work Monday through Friday, with flexible 8 hours daily between 8:00am to 6:00pm.

EXCEPTIONS: Christmas Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and New Year's Day.

5. Learn a basic knowledge of the NEMT industry.

6. Learn a basic knowledge of privacy laws and adhere to company operational standards.

7. Ability to multitask with accuracy between computer and telephone.

8. Periodic planning and review meetings with management.

9. Significant amount of time spent using computers and phone systems.

10. Significant amount of time spent sitting at a workstation.

11. Must pass drug test, includes cannabis.

12. Bilingual is a plus.

Benefits

- 401(k)
- 401(k) matching, 4%
- Performance bonuses
- Profit sharing bonuses
- Loyalty bonus on anniversary each year after 5 years
- Health insurance
- Health savings account
- Paid time off
- Sick time off

Application Question(s):

- ReadyRide does a background check, drug test and does random drug screenings throughout employment, this includes testing for cannabis as follows federal guidelines. Would you still like to apply understanding these conditions?

Experience:

- Administrative Assistant or Billing Analyst: 1 year (Preferred)