

## Accounts Receivable Officer

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Accounts Receivable Officer page is loaded Accounts Receivable Officer Apply locations Perth, Western Australia time type Full time posted on Posted Yesterday job requisition id JR-3525 Your role at St John of God Health Care This position will provide and maintain a prompt and efficient billing and receivables service.

The Position Responsible for the overall integrity, including accuracy completeness and timelines of billing and receivables.Liaise with Health Funding team, Supervisor/Manager Billing and Receivable if any discrepancies with any charges or set up of contracts.Ensure all miscellaneous costs have been charged to the relevant accounts.Liaise with medical, nursing and other Hospital staff or external parties to ensure the completion and accuracy of documentation as required for Billings and Receivables.Ensure that all information and/or attachments have been entered into the relevant systems as per agreements.Raises charges for all accounts in relation to services pertained.Process payments received by post, phone, including cheques, credit cards, BPay, Quick Terminal and direct credits.Ensure the banking is completed and reconciled daily.Maintains the follow up of outstanding accounts as per policy.Liaise with the Manager and/or Supervisor in regards to transferring accounts to appropriate Debt Collection Agency.Process all approved refunds, journals and credit notes.Resolve and action rejections, queries, errors and exceptions in relation to Billing and Receivables in accordance with procedures.Ensure that there is continuous improvement in billing and receivable processes / services to meet agreed service level agreements and customer expectations.Communicates effectively with all health funds and other internal / external customers to ensure billing information obtained is accurate and

revenue is maximized. Ensure billing complies with contractual agreements / arrangements and requirements as set by the Hospitals and/or Group Health Fund team. Assists with any internal and external audit recommendations relating to billing and receivables. You will have proven experience with accounts receivable and other administrative duties. You will have demonstrated ability to liaise effectively with the public, patients, external third parties and all levels of staff in a professional manner along with analytical skills and a high level of attention to detail and accuracy.

Above all, people will be at the core of everything you do committing to and supporting our Mission and Values.

We can offer you Salary \$64,355 to \$69,469 plus 11% Superannuation 12 month fixed term fulltime contract working 76 hours a fortnight Perth CBD office location with 40% work from home option Salary packaging up to \$18,550 on a range of benefits such as mortgage, rent, meal entertainment, holiday accommodation or other everyday living expenses as well as options to salary package benefits above the FBT cap on items such as: Novated leasing work related expenses self-education and additional superannuation A healthy work-life balance through flexible work options, additional purchased leave and well-being programs Employee discount on St John of God Hospital & Medical Services and Private Health Insurance Employee support through our dedicated free Employee Assistance Program (EAP) Access to a range of Lifestyle, Health & Wellbeing rewards and discounts End of trip/bike riding facilities For enquiries contact Cassie O'Brien, Supervisor Accounts Receivable - Invoicing on (08) 6116 0283

Applications Close: 18 April 2024 St John of God Health Care embraces diversity and strongly encourages applications from Aboriginal and Torres Strait Islander peoples and people with disabilities. We are committed to providing a safe environment for all children and vulnerable people in our care and proactively take measures to protect children/vulnerable people from abuse. Similar Jobs (1) Accounts Receivable Officer locations Perth, Western Australia time type Full time posted on Posted 22 Days Ago

St John of God Health Care is one of the largest private providers of health care services in Australia, employing more than 16,000 employees (caregivers). We operate 27 hospitals and services comprising more than 3,300 hospital beds, home nursing, disability services and social outreach programs.

#J-18808-Ljbffr

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