

Employment Opportunities

EO-19-18
March 15, 2018

To: LeadingAge Wisconsin Members & Subscribers

From: Pam Walker, Executive Secretary
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Subject: Positions Available:
Center for Health Administration & Aging Services Excellence, Eau Claire
Billing Specialist/Accountant, Richland Center

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a one-time listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad. A one-time listing in Position Wanted is \$50 for a direct reply ad and \$75 for a blind ad. Blind ads for Position Wanted must be submitted with 10 copies of the applicant’s resume. Submit copy, not to exceed 150 words in length, with the appropriate remittance to the LeadingAge Wisconsin office. **Employment Opportunities are now included in our bi-weekly e-News newsletter. Employment Opportunities must be submitted by close of business Friday prior to the week of the ad posting.** Ads submitted also are displayed on the LeadingAge Wisconsin web site which can be found at www.leadingagewi.org/employment-opportunities.

Position(s) Available:

EO-PA-360 The Center for Health Administration and Aging Services Excellence, Eau Claire, WI., (CHAASE or Center) has available a 60% professional academic staff time position starting April 2, 2018 (negotiable). The duties associated with this position include serving as the administrative and public relations coordinator for the Center for Health Administration

and Aging Services Excellence. The minimum qualifications include a Bachelor's degree in health care administration, public relations, nonprofit management, or a related area is required. This position requires excellent communication and organizational skills, and the ability to work both independently and in coordination with others. Administrative and development experience is a preferred qualification. The ability to bring diverse perspectives to the campus, enhance the diversity of the department, and/or serve as a role model and mentor for women and/or minorities will be considered an asset.

Applications are submitted electronically. Please follow instructions found on the following UW-Eau Claire Web site: www.uwec.edu/Employment/uweccareers.htm.

The position is listed as: Management and Marketing: CHAASE Coordinator position (Job ID # 14109) Please be sure you have included the following in PDF format: letter of application, current resume, unofficial transcript and names and contact information for three references. Please direct request for additional information to Dr. Douglas Olson at olsondou@uwec.edu.

To ensure consideration, completed applications must be received by March 22, 2018. However, screening may continue until position is filled. The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process.

EO-PA-361 Billing Specialist/Accountant, Richland Center. Schmitt Woodland Hills is, a Retirement Community nestled in the hills of beautiful Southwestern Wisconsin, is located in Richland Center. SWH has an annual operating budget of \$6 -7M and mix of private pay, Medicaid and Family care clients. We currently are looking to fill the position of Billing Specialist/Accountant. This is a professional position requiring a person who is self-motivated and can run the day-to-day Financial Operations of our facility.

This position will include the following tasks/responsibilities:

1. Financial Statements and Audit - Prepare monthly financial statements for the facility and present them to the Finance and Operations Committee. Prepare for and aid in the audit process. Help in the developing of the annual budget.
2. Billing Preparation and Accounts Receivable Collection - This is one of the primary responsibilities of this position. It includes using Point Click Care to produce the billing for Medicare, Medicaid, Insurances, and Private Pay. Monitoring Accounts Receivable and identifying

accounts that could become problematic from a collections perspective before they become delinquent.

3. Ensuring that our bond reporting requirements are met.
4. Work with our Executive Director to manage our Cash and Investment Accounts.
5. Other tasks as deemed necessary by the Executive Director/Administrator.

The ideal candidate will have Medicare, Medicaid, and Insurance billing experience. Accounting experience would also be a plus. Candidate must be self-motivated, be willing to learn new things, be open to change, and be a great team player.

This position is eligible for the full benefit package including, but not limited to:

Health, Dental, and Vision Insurance; Life Insurance Options; Short-term Disability Insurance; Aflac Insurance Options including accident insurance, cancer insurance, etc.; 401(k); Paid Sick Leave; Paid Vacation Time; Paid Funeral Time Off; and Paid Personal Day/Paid Holidays.

Interested candidates should submit their cover letter and resume to:

Schmitt Woodland Hills Attn: Jackie Carley, Executive Director 1400 West Seminary Street Richland Center, WI 53581 Or via Email to Jackie Carley at jackie.carley@mwt.net.

If you have any questions or would like additional information, please email Jackie Carley at the email address above or call Jackie Carley at (608) 647-8931.

Applications will be accepted through **March 31, 2018**.