

# ACCEPTING RESUMES

<b>Position:</b>	<b>Accounts Receivable Assistant</b> OhioMeansJobs Post #254923951
<b>Job Description:</b>	<p><b>The Ashtabula County Nursing &amp; Rehabilitation Center is Hiring an Accounts Receivable Assistant</b></p> <p>Under general supervision the Accounts Receivable Assistant is responsible for gathering, coding and computer entry; tracking daily census. Receives and balances payments; issues receipts for payments received and prepares deposits. Submission, tracking and making correction for Medicare A, Medicare B, Managed Care and Coinsurance claims. Types billing forms and verifies insurance coverage along with general office duties.</p> <p>M-F 8-4:30 \$16.81 Per Hour</p>
<b>Desired skills:</b>	<p>Completion of a secondary education supplemented by bookkeeping and business courses plus eighteen (18) months bookkeeping experience or equivalent. Ability to handle cash transactions and the aspects of Medicare and Medicaid billing. An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position. Good Attendance is required.</p>
<b>How to apply:</b>	<p>Applicants can submit resumes to:</p> <p>Ashtabula County Nursing &amp; Rehabilitation Center          5740 Dibble Road          Kingsville, OH 44048          Ashtabulacountynursing.com</p>
<b>OPEN DATE</b> <b>3/23/2023</b>  <b>CLOSE DATE</b> <b>Until Filled</b>	<p>If you need assistance or have any questions, feel free to contact:          OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234          Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.          Thank you and best of luck          OhioMeansJobs Ashtabula County</p> <p> <a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a> </p>