

**JOB OPENING
PLEASE POST**

**FINANCIAL COUNSELOR
FULL-TIME
TRUMBULL COUNTY**

Coleman Professional Services, a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs, seek a full-time Financial Counselor in Trumbull County.

Financial counseling duties include performing financial interviews with clients to determine financial status and eligibility for assistance, maintaining financial files on each client, reviewing monthly client statements, providing client support services in resolving billing/collections issues, processing failed claims/failed activities, and more.

Payeeship duties include entering payee client's budgets into budgeting system monitoring accounts to ensure within budgeted range; overseeing compliance with funds being used and distributed properly; overseeing management of clients checks including: printing, obtaining sign off for processing and disbursement of checks to clients on weekly basis; managing Payee accounts including: handling payment of all client bills, weekly tracking of checks, monitoring of available funds, collection of receipts, tracking of deposits and resolves any client inquires related to program; runs monthly and ad hoc reports related to monitoring program requested by Administration.

Qualified candidates must have a high school diploma or equivalent, experience with medical billing, and working knowledge of Microsoft Word and Excel. Due to the nature of the work, candidates must be able to work effectively and collaboratively as a team, interacting with clients, clinicians, and administrative and support staff, as well as be able to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select the Join Our Team tab and then Careers.

5982 Rhodes Road
Kent, Ohio 44240
330-673-1347
800-673-1347
Fax 330-678-3677

*An Equal Opportunity
Employer and Service
Provider*

*In association with
Portage, Medina and
Stark County
Community Mental
Health Boards*

*Accredited by CARF,
the Commission on
Accreditation of
Rehabilitation Facilities*