FINANCIAL SPECIALIST
FULL-TIME
STARK COUNTY

Coleman Professional Services, a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs, seek a full-time Financial Specialist in our Canton location.

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.

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.