



3800 Coolidge Avenue ♦ Oakland, California 94602-3399 ♦ 510-482-2244

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A century of serving children

**Billing Assistant – Full time  
Oakland, CA**

**Who We Are:**

For more than a century, Fred Finch Youth Center has served youth and their families in the East Bay. Today we also serve communities on the peninsula, in Solano County and San Diego County. Our clients include children, adolescents, and young adults who face varied and often multiple challenges. Many are transitioning from foster care into the adult world. Many have an emotional disturbance or mental illness. Some have both a mental illness and a developmental disability. All are economically impoverished. Most have experienced, abuse, neglect, trauma or lack of adequate health care or educational resources. To enhance the strengths and assist with the challenges of each individual, we provide a wide variety of services in several types of settings: specialty residential treatment; special education; vocational services; transitional housing; individual, group and family therapy and counseling. Services are provided in the community, in schools, in homes and at our sites.

**Position Summary:**

The Billing Assistant is responsible for all aspects of the billing data entry, via the county run billing systems. The Billing Assistant is responsible for supporting the Compliance Manager with all aspects of the compliance and billing process. A primary responsibility for the Billing Assistant is to enter the majority, if not all, billing each month. The Billing Assistant is responsible for ensuring all client sensitive information is kept safeguarded at all times.

**Duties and Responsibilities:**

**Data Entry:**

1) Responsible for all data entry, completed in a timely and accurate manner and utilizing daily/weekly/monthly reports to balance all entries made into the billing systems utilized by the agency.

**Audit:**

1) Responsible for supporting and participating in the agency's Quality Assurance process, especially in regards to Internal, County, and State Audits.

**Administrative Support:**

1) Creating, updating, filing and fixing of all records entered into the billing systems 2) relief for receptionist coverage, to include lunch coverage and back up if the receptionist is not in attendance (i.e. sick, vacation).

**Reporting:**

1) Check M/cal Eligibility for every client, in all programs; 2) report to Supervisor regarding issues, workflow, and any possible delays with the billing process; 3) responsible to assure limited risk of unauthorized exposure to PHI (Protected Health Information) through careful attention to report processing and transactions, assuring use of confidential data management and other activities as

assigned; 4) end of the month reporting to various program heads and as requested reporting throughout the month

Professionalism/Customer Service:

1) Responsible for creating professional working relationships with all levels of staff, clients their families and business partners.

**Requirements:**

1. Two years general office experience and strong computer/data entry skills.
2. Accounting/billing experience highly preferred.
3. Strong attention to detail, and organizational skills needed.
4. Ten-key experience required.
5. Ability to present professional, courteous, and helpful at all times.

**How to Apply:**

Please apply to this link: <https://home.eease.com/recruit/?id=187378>

To ensure proper routing of your application, **please specify the position for which you are applying.**

**Compensation:**

**Starting hourly rate: \$13.23** (DOE) PLUS GENEROUS FULL BENEFITS - to include medical, dental, vision, retirement / 401(k) plan, paid life insurance, employee assistance program, flexible spending account, and supplemental insurance.

**EEO/AA**

FFYC is proud to be an equal opportunity employer; all applicants will be given full consideration under state, local, and federal law.

Visit our website at [www.fredfinch.org](http://www.fredfinch.org) . This is at a non-profit organization. No relocation assistance available.