

Finance Assistant

Mountain Home Health Care, a home health and hospice agency in Taos, NM is currently seeking a full time Finance Assistant. The ideal candidate will assist the Finance Manager in the operation of the finance department.

Duties include but are not limited to: Purchasing of supplies and obtaining estimates. Processing and preparing financial and business forms. Coordinating special projects as needed. Performing routine calculations to produce analysis and reports as requested by the finance manager. Coordinating insurance verification and prior authorizations for all non-Medicare starts of care, resumptions of care and recertifications for home health and hospice patients. Creating, sending, and following up on invoices. Collecting and entering data for various financial spreadsheets. Checking eligibility for all patients every 1st of the month for home health and hospice.

Assisting in the review and audit of financial statements and reports. Answering question and providing assistance to employees, vendors, and clients as needed. Provide assistance to the finance department in the planning, development, coordination and management of the agency. Sorting, entering and creating A/P invoices in accounting software system. Preparing and processing electronic transfers and payments. Posting transactions as needed to accounting software system. Reconciling A/P. Monitoring accounts to ensure payments are up to date. Researching and resolving invoice discrepancies, and issues. Maintenance of accounting filing system, both electronic and physical. Corresponding with vendors and responding to inquiries. Assisting with month end closing. Providing supporting documentation for audits. Assisting with payroll. Communicating with clinical department regarding auth restrictions, and following up on upcoming authorizations.

Skills and Qualifications:

Knowledge of Accounts Payable, and general accounting practices. Must be proficient in data entry and data management, with exceptional attention to detail. Organizational skills are a must, as well as the ability to think critically and solve problems independently. Proficiency in Excel and a general knowledge of accounting software systems is required. Understanding of patient privacy and data privacy standards. Excellent customer-service skills, communication skills (both written and verbal). A Minimum of 1 year experience is required, preferably within the healthcare system. A basic knowledge healthcare billing, terminology, and practices is preferred but not required. Pay is DOE.

We are a non-profit agency that has served Taos County since 1975. This is an exciting and challenging position! We offer a supportive work environment, competitive pay and excellent benefits to full-time employees. If you are interested in joining our dedicated team of professionals please deliver resume to our office located at 630 Paseo del Pueblo Sur Suite 180, Taos, NM 87571, or submit on-line. For more information please contact Abbie Jackson at 575.440.0008.