

Job Description - Account Receivable Supervisor

This is not a remote position. Only qualified applicants will be considered.

The Account Receivable Supervisor oversees the A/R department in the recording and collection of aging accounts, ensuring accurate and prompt processing while managing a team of representatives.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Monitor and audit fully staffed department; identify, discipline, and/or retrain staff as needed.
- Oversees the daily workflow of the department via established schedules and facilitating staffing needs and requirements.
- Manage, maintain, and monitor time, tardiness, and absenteeism.
- Provides constructive and timely performance evaluations.

Duties/Responsibilities:

- Performs analysis of collections and assign aging list monthly.
- Monitors report status, account notations, deficiencies, and correspondence daily.
- Addresses, corrects, and documents discrepancies in accounts or billings.
- Provides or facilitates accurate reports and analysis on financial data and metrics such as forecasting, aging statistic information, and anticipated monthly trends.
- Implement and follow-up on changes from client(s) for in-office policies and procedures.
- Research, manage, troubleshoot, record, and support client needs to management.
- Assists management with analysis of weekly, monthly data and reports.
- Monitors report status, account notations and correspondence using daily trackers.
- Organizes weekly and monthly meetings to communicate information and guidance from leadership to review in-house policies, procedures, and best overall practices.
- Document and maintain copies of all communications with clients and staff as necessary for future reference.
- Thorough review and write-off all rejections prior to the end of the month.

Required Skills/Abilities:

- Excellent communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Understanding of policies and procedures in accounts receivable and medical billing processes.
- Knowledge of dermatology billing practices preferred but not required.
- Proficient with Microsoft Office Suite or related software.
- Preferred Practice Management software skills (AdvancedMD, Nextech, Clinix).
- Other duties as assigned by management.

Education and Experience:

- Associates degree in Business equivalent or related field preferred.
- At least three years of related experience preferred.

Download Employment Application at <https://dermatologybilling.com/careers/>
Send completed employment application and resume to career@dermatologybilling.com