



# Your career awaits!

Eastern Aleutian Tribes is seeking qualified applicants for a **Billing Manager**

## ***Working together to promote healthy communities***

Working under the general direction of the Director of Finance the **Billing Manager** is responsible for oversight of EAT patient billing-cycle activities to maximize revenue opportunities. Ensuring billing and clinical measurements are conducted and coordinated in a consistent and timely manner is essential. The ability to analyze and interpret data, prepare and deliver reports, and work collaboratively with providers, insurers, and other stakeholders is crucial for success. Direct reports include Billing and Coding Specialists so the ideal candidate will not only have direct experience in billing/coding, but also demonstrable supervisory/leadership skills. The role demands someone who is organized, pro-active, and disciplined to stay on top of things, and adaptable and objective enough to identify new, pragmatic solutions to day-to-day challenges.

## ***Join us!***

This is a **full-time position** located in **Anchorage**.

To compete for this position, candidates must possess:

- Bachelor's degree in Healthcare or Accounting/Business preferred.
- Four years billing, medical office/data entry experience required.
- Two years of supervisory experience preferred.
- Strong grasp of Resource and Patient Management System applications and ICD 10/CPT codes required.
- Certified Professional Coder Required.

For more information, contact Human Resources, (907) 564-2506.

Candidates must submit a completed employment application found on EAT Careers Page, [www.eatribes.org/careers](http://www.eatribes.org/careers).

*Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.*