

JOB VACANCY ANNOUNCEMENT

Opening Date:	April 16, 2021	Closing Date:	Until Filled
Position:	Revenue Cycle Program Specialist	Reports to:	Revenue Cycle Director
Salary/Wage:	Grade 10; \$30.27 - \$33.42/HR DOE	Department:	Revenue Cycle
Hours:	Monday – Friday; 8:00AM – 5:00PM	Location:	ASNA

Brief Summary:

Provide operational and administrative support to the management of Arctic Slope Native Association, Ltd and Samuel Simmonds Memorial Hospital staff and the Revenue Cycle via multiple functions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High School diploma or general education degree (GED).
- Two years of college/vocational training in professional office management, administrative support, medical office, or related training preferred.

Essential Job Functions:

- Daily Audits
- Provider Insurance Enrollment and maintenance
- Ensure compliance with Revenue Cycle and Hospital Policies
- Timesheets
- Assist with daily, monthly, and yearly reporting
- Provide administrative support to the Director and Deputy Director of the Revenue Cycle
- Scanning
- Arrange and attend meetings
- Manage different requests from various departments
- Handle stock and purchasing of supplies for the department
- Weekly employee schedule
- Maintain strict confidentiality with all information
- Act as liaison for vendors
- Coordinates trainings for Revenue Cycle
- Perform other duties as assigned

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 1232 | Barrow, AK 99723 | 907.852.9204 | FAX 907.852.6217

applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.