Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-accounts-receivable>

# Example of Senior Accounts Receivable Job Description

Our company is looking for a senior accounts receivable. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior accounts receivable

* Determines necessary materials to send to the patient, such as coordination of benefit letters, federally mandated OTH letters and Third Party Liability notifications
* Contact agencies, branch locations and providers of service to retrieve appropriate medical documentation, billing information and/or PPS Oasis forms to substantiate services provided
* Provide details/itemizations of services performed to our national payers and patients ensuring timely reimbursement
* Review EOP/EOMB/EOB’s for accuracy of patient responsibility
* Provides input on accounts receivable plans and process improvement, assisting in their implementation
* Prepares ad hoc financial reports for up-line management to use in the evaluation of accounts receivable performance
* Acts as an information resource for hard to collect accounts and as a “grey area” subject matter expert
* Monitors team results to ensure they are aligned with departmental goals
* Works with internal customers to initiate, test and implement new enhancements or platforms as necessary
* Assures the completion and coordination of work in an associate’s absence, or as needed to maintain departmental standards

## Qualifications for senior accounts receivable

* Effective organisational skills and motivated to manage & meet deadlines
* A desire to step into a supervisory role, with prior management experience is highly desirable
* Previous experience in credit control and SAP is required
* 3-5 years of experience in nursing home billing
* Experience with American Data ECS software
* Experience with Point Click Care software