



Job Posting

Job Title: Billing Specialist
Reports to: Operations Manager
Location: Corporate Office (Houston, TX)

Position Description:

As a critical key member of a reputable Third Party Administrator (TPA) in North Houston, this position is responsible for group benefit administration with multiple lines of coverage. We're looking for an actively engaged individual to assist with group benefit billing implementation. Position will process complex monthly billings for IRS Section 125 Cafeteria employer group plans using proprietary technology. Competency with Microsoft Excel is critical. The position requires analytical thinking, a desire to solve complex problems and interact collaboratively with team members, clients and plan participants. Position works with PHI and NPIL.

Qualifications

- 1 -2 years benefit administration or 3rd party billing reconciliation or bank reconciliation or accounts payable/accounts receivable experience.
- 2-4 years customer service or general accounting and/or insurance billing
- Microsoft Office skills including proficiency in Excel in a work capacity
- Proven oral and written communication skills through work
- Proficiency with numbers and basics of accounting a must
- Ability to handle multiple priorities in a fast-paced team environment
- Personal pride in work product and customer satisfaction
- Able to grasp new concept/processes and embrace change/technology
- High School diploma OR, equivalency (GED) required

Preferred Qualifications

- Familiar with a benefit management/billing system highly preferred
- Functional understanding of Microsoft Dynamics CRM preferred*

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.

EQUAL OPPORTUNITY EMPLOYER