

**BCRC, Inc.** has an opening for a **Client Billing Specialist** position which will provide billing support and administrative assistance to Supervisor for WIN Services Program.

**Key Job Responsibilities:**

1. Log daily billing hours and case notes in accordance with BCRC client guidelines.
2. File, maintain, and organize charts, monitor authorizations, prepare monthly client progress reports.
3. Maintain confidentiality of all BCRC and client related information.
4. Ensure a high level of accuracy and attention to detail on all assignments.
5. Verify, investigate, and reconcile billing.
6. Multi-task, work under pressure, and handle interruptions while maintaining flexibility in work assignments.
7. Communicate effectively and interact with diverse personalities while maintaining a professional attitude.
8. Treat clients with respect and dignity at all times.
9. Working knowledge of office equipment; fax, copiers.
10. Proficient in Microsoft Office Suite, including Excel.
11. Perform other administrative duties and responsibilities as directed.

**Qualifications:**

**Preferred:** Two-year business degree and prior work experience in billing or accounting department working with an automated accounting or billing system. Previous administrative or billing experience within a professional services organization desired.

**Required:** High School graduate or equivalent with proficiency in Microsoft Office including excel.

This position offers, Paid Time off up to 17 days for first year, plus 11 paid holidays. Excellent Benefit package including: Medical, Dental, Vision, Short & Long Term Disability and Life Insurance. Please submit [application](#) to [HR@bcrc.net](mailto:HR@bcrc.net).

For over 50 years, BCRC, Inc., a non-profit organization, has been supporting clients with disabilities in order to help them feel confident in their abilities rather than their disabilities. Our team assists clients as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism and job seeking/acquisition.