

Billing Admin

Program: Cooperate

Hourly/Salary: \$24-26 per hour

Reports To: Accounting Manager

Effective Day: 7/6/2026

ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about pushing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

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Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Billing Admin

SUMMARY

The Billing Admin is responsible for administering insurance billing support for the Pediatric Therapy program, performing client relations, supporting the Accounting Manager in processing medical billing, corporate purchasing, and additional duties as assigned.

SUPERVISORY RESPONSIBILITY

No supervision responsibilities

COMPETENCIES

- Attention to details
- Strong interpersonal and communication skills.
- Ability to manage and prioritize multiple tasks and projects.
- Excellent analytical and problem-solving skills
- Team Oriented
- Adaptability

ESSENTIAL FUNCTIONS

Billing Support

- Verify billing information on incoming referrals
- Obtain insurance benefits
- Obtain new and/or renewed prescriptions
- Maintain client insurance records in EMR system
- Liaise with providers, insurance companies, and clients regarding insurance and billing inquiries
- Process daily encounters for claim submission
- Authorizations
- Daily patient eligibility
- Provider Credentialing
- Demonstrate our Core Values in all interactions

Corporate purchasing

- Process all purchase order requests
- Order, receive, record, and distribute goods
- Perform supplier cost analysis according to contractual regulations

Accounting Manager Support



WORK ENVIRONMENT

This job operates in office setting. Routinely uses standard office equipment such as computers, phones, photocopiers. Employees are expected to perform with reasonable productivity under customary office circumstances.

POSITION TYPE & EXPECTED HOURS

Non-exempt. Part Time, In-office,
Monday – Friday, 8:00 a.m. – 1:00 p.m.

TRAVEL

No Travel

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required stay stationary at a desk, move around in an office and clinic setting, and handle or feel objects. Frequent use of hands, fingers, for controls; ability to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for their job. duties, responsibilities, and activities may change at any time with or without notice.



REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

- Experience working within a HRIS and/or medical billing system preferred
- Demonstrated experience of working independently, with a high level of accuracy and attention to detail
- Demonstrated experience of successfully managing timelines and compliance requirements
- Demonstrated experience on maintaining confidential information and navigating client/customer relations
- Intermediate to expert level competency with Microsoft Office Suite
- Must pass a state/contract required criminal history background check and credit check
- Proficient in the English Language; multi-lingual preferred

SIGNATURES:

Manager_____

Date_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____