

**The Hospital Council of Northwest Ohio (HCNO)  
Job Posting**

**Job Title: Invoicing Lead**

**Department: Northwest Ohio Pathways HUB**

**Immediate Supervisor: Assistant Director**

**Hours: Full-time; 8a-5p, ability to work flexible schedule, evenings, and weekends**

**FLSA Status: Nonexempt; hourly position; remote position**

**POSITION QUALIFICATIONS:**

- A Bachelor's degree in health-related field or equivalent degree required;
- Previous experience in public health or a hospital setting preferred;
- Ability to work with diverse constituents and coalition development experience required;
- Proficient in the use of Microsoft Office Suite software;
- Ability to learn commonly used software programs as well as specialized software required;
- Excellent written and verbal skills required;
- Experience working within the Pathways Community HUB Model desired;
- Critical thinker, able to research, design, oversee and complete projects with minimal guidance;
- Must be a self-starter, independent worker, and able to work as a member of a team;

**JOB DUTIES & RESPONSIBILITIES:**

- Create and reconcile monthly invoices
- Assist with providing regular reports to funders and referral sources as needed;
- Oversee managed care invoices, mitigate invoicing issues with Manage Care;
- Oversee check turning, check requests to accounts payable, payout to supervisor reports; managed care detailed payments
- Assist in training around the Pathways Community HUB Model, Pathways database, and other trainings as needed for all Community Health Workers and HUB staff;
- Assist with day-to-day operations of the Pathways HUB;
- Provide technical assistance on invoicing to agency staff;
- Assist in quality improvement processes and implementation for HUB operations;
- Serve as a point of contact for agency invoicing questions/issues
- Other duties as assigned

If interested and qualified for this position email cover letter, and resume to Dee Geer, Office Administrator at [dgeer@hcno.org](mailto:dgeer@hcno.org) or fax to 419-842-0999.

HCNO is an Equal Opportunity Employer. We encourage women, minorities and qualified candidates with disabilities to apply. We offer a competitive salary commensurate with experience, along with a comprehensive benefit package.