



Job Announcement

Payroll and Billing Specialist

Who you are:

You are a master multi-tasker with excellent communication skills and an upbeat attitude. You are helpful, compassionate, and known for creating a positive presence in the workplace. You enjoy working with people, love numbers, and have exceptional customer service skills. You are a self-starter, patient, and willing to compassionately help our employees. You share our passion for building a community that is accessible to all.

Who we are:

We are one of Idaho's three Centers for Independent Living. We empower people with disabilities to achieve their desired level of independence. We offer tools, advocacy, and support so people can live the life of their own design, whatever that design may be. Our approach is built on trust, truth, transparency, and an unwavering belief that independent living and personal choice are civil rights worth fighting for.

Who we are as an employer:

We are a strengths-based organization that believes work should be meaningful and that understanding our employees' strengths allows them to connect with LINC's purpose. We believe employees want the opportunity to do what they naturally do best every day. We are committed to the total well-being of our employees and value their healthy work-life balance.

In this position you will have the opportunity to:

- Receive, review, and process personal assistant weekly timesheets
- Reviews payroll/billing documentation for accuracy through auditing and makes adjustments as needed
- Provide feedback and education to ensure efficient process for time sheet corrections and education
- Research insurance billing and payroll information
- Ensure Medicaid compliance as it pertains to billing and payroll

- Assist in ensuring LINC is compliant with DOL and IRS payroll requirements
- Process mileage and training hours for personal assistants
- Assist with payroll and billing audits

Education and experience you'll need:

- High School Diploma or equivalent
- Associates Degree or equivalent experience
- 1 year of administrative support, payroll, staffing or HR experience in business, healthcare, clerical setting, or training/education equivalent
- Home Care experience preferred
- Strong 10 key and high-volume data entry processing is required.
- Electronic Health Record (EHR) systems and documentation experience preferred.

Our total compensation package includes:

- Starting Salary \$31,900-\$37,000 DOE
- Generous accrual of sick and vacation time
- 2 hours of paid time off every pay period to allow employee well-being activities
- 1 personal paid day off per month
- Employee medical/dental/vision/LTD/STD/Life paid at 100%
- Employer contribution for family medical insurance
- Employer retirement contribution
- Professional development

How you can apply:

Please send a cover letter, resume and a minimum of three references to hr@lincidaho.org. If you need a reasonable accommodation to apply, please contact LeAnn Sullivan at 208-336-3335 ext. 211.