

Business Office & Revenue Cycle Manager

Centerville Community Betterment, Inc. (CCBI) is seeking a **Business Office & Revenue Cycle Manager** to oversee the organization's financial operations, billing, revenue cycle management, payroll, and accounting functions. This position plays a critical role in ensuring accurate billing, timely reimbursement, financial compliance, and effective cash management.

Key Responsibilities

- Manage HCBS and other service billing, claims processing, and reimbursement activities.
- Oversee accounts receivable and follow up on outstanding balances.
- Manage accounts payable, vendor payments, and financial documentation.
- Process payroll and related reporting requirements.
- Monitor banking activities, cash flow, account reconciliations, and internal controls.
- Assist with financial reporting, audits, and compliance activities.
- Collaborate with agency leadership to improve financial processes and organizational performance.

Preferred Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, Healthcare Administration, or a related field preferred.
- Experience with healthcare billing, Medicaid waiver billing, HCBS services, accounting, payroll, or nonprofit financial management.
- Knowledge of accounts receivable, accounts payable, payroll processing, and financial reporting.
- Experience with QuickBooks, electronic billing systems, and healthcare EHR systems preferred.
- Strong organizational, analytical, and communication skills.
- Ability to maintain confidentiality and exercise sound financial judgment.

Why Join CCBI?

CCBI offers an opportunity to make a meaningful impact while supporting essential community services in a collaborative and mission-driven environment.

To Apply: Submit a resume and cover letter detailing your qualifications and relevant experience.

Centerville Community Betterment, Inc. is an Equal Opportunity Employer.