



**Job Title: Billing Associate**

Company: Asian American Christian Counseling Service

*Immediate Opening in Alhambra, CA*

About Us:

New Dawn Christian Family Services is a 501(c)(3) non-profit organization providing Christian counseling services through our mental health clinic, Asian American Christian Counseling Service. We are seeking a Part-Time Billing Associate with a keen eye and attention to details, multi-tasking skills, and strong problem solving abilities to support our family of clinicians.

Position Responsibilities:

Revenue Cycle

- Collect and record day sheets information into practice management system
- Process cash and credit card payments
- Issue invoices to customers and third party payers
- Assist clinicians with billing inquiries

Insurance Cycle

- Verify client insurance coverage and copays
- Submit insurance claims
- Follow up on rejected claims
- Process insurance payments
- Assist therapists in insurance panel credentialing

Other Responsibilities

- Provide reports to the Administration Team and external accountant
- Provide clerical support and perform other admin duties as assigned by supervisor

Position Requirements:

- Associates degree or higher in business administration, accounting, or relevant field
- Experience with insurance billing/claims management (2+ years preferred)
- Applicants must agree with and adhere to the New Dawn Statement of Faith
- Applicants are subject to Live Scan and background check
- Applicants will provide one professional reference and one personal reference (ministry related reference preferred)

All applicants applying for U.S. job openings must be authorized to work in the United States. For immediate consideration, please send your resume to [Dan.Jeung@aaccs.org](mailto:Dan.Jeung@aaccs.org).