



## **JOB POSTING: Charge Verification Specialist – Finance**

We currently have one full time opening for a **Charge Verification Specialist** in our **Finance Department**. The **Charge Verification Specialist** will be responsible for entering all Service Activity Logs (SALs and DALs) for various locations and departments within the agency. Additional duties include monitoring SALs for errors, making corrections and communicating to appropriate staff as needed, running reports to ensure accuracy, and making any billing adjustments as needed. Excellent computer skills, data entry skills, and the ability to multi-task are a must! Professional communication and inter-personal skills are highly desired! Previous experience with NextGen and/or mental health and addiction is preferred. Minimum of a high school diploma or GED equivalent is required, with an Associate's degree in Finance, Accounting, or related field preferred. An Associate's degree may be substituted for comparable experience. This is a *full time* position, with benefits and a minimum work week of 40 hours per week.

**Interested parties, please send Resumes to: [HR@commquest.org](mailto:HR@commquest.org). Please include which position you are applying for in the subject line of the email.**

*We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

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