



AGAPE is a biblically-based organization and its services are designed to promote healthy families, children, and adults consistent with AGAPE's Statement of Faith. AGAPE is hiring an Office Manager to lead in our main office. We are seeking a dynamic administrative professional with a passion for serving others who will inspire excellence in internal and external client service. The ideal candidate will be a positive, team-oriented, self-starter with 3-5 years of administrative experience in an insurance billing office.

Position Title: Office Manager

Reports to: Director of Business Operations

Purpose: A key role working as the lead of the administrative team and supports AGAPE's business activities. This role is primarily focused on Clinical Services and includes performing and supervising a variety of administrative tasks.

Duties and Responsibilities:

Billing: Take the lead in all areas of insurance billing to include: Maintain client accounts, data entry, ensuring timely and accurate filing of insurance claims, allocate payments, client support, troubleshooting, and daily balancing.

Clinical Services Liaison: Provide support to main office clinical personnel, build relationships and provide support to affiliate office personnel, providing training on EMR software.

General/Office Management: Scheduling for office personnel and interns, training new admin staff, answer phones, client service and support, administrative team support, daily deposits.

Reporting: Generate daily and monthly reports for the accounting department, monthly commission statements, monthly client statements, daily gifts entry and reporting.

Qualifications:

Must be a competent professional with excellent communication and organizational skills; must be able to perform administrative duties with accuracy; must maintain confidentiality and integrity and comply with HIPAA guidelines at all times.

Qualifications include:

- BS/BA in Business Administration or relative field or equivalent training and work experience
- Medical Billing experience
- Knowledge of Counseling Psychology a plus
- Team player with strong leadership skills

- Analytical with problem-solving ability
- Demonstrates a passion for service, both external and internal
- Proficient in MS Office
- A deep commitment to the mission of AGAPE
- Successful candidates will be an active member of a local church and be willing to sign a statement of faith.

Benefits include salary, vacation, sick leave, health insurance, and retirement plan

**Please forward resume with cover letter to Traci Landon, Director of Business Operations
@ tking@agapenahsville.org**