



Accounting Invoicing Specialist

If you are interested in applying, please submit your cover letter and resume to missie.irby@cnhc.org

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ Associates Degree or 3 years equivalent experience
- ◆ 1 year employment experience in Accounting
- ◆ Proficiency with Microsoft Excel
- ◆ Thorough knowledge and demonstrated effective use of written and spoken English, basic math, modern office methods and equipment

General Purpose of Job (Full job description provided upon interview)

Responsible for, but not limited to, coordination and reconciliation of provider invoices. Communicates with providers regarding invoices and payments and ensures the accuracy of payments. The Accounting Invoicing Specialist provides customer service, understands accounting concepts, problem solving, and is able to use Microsoft office Suite as well as the ability to learn new software packages.

Certificates, License, Registrations, backgrounds, drug screens, Etc.

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ No special certification or registration is required for this position
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement
- ◆ Children's Network participates in E-Verify

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, [it is necessary that you notify your current Supervisor, prior to applying](#)