**Accounting Associate**

Full-time: 0.8 – 1.0 FTE

Hours: 32 - 40 per week

Day shift

***To formally apply for this position, applicants must apply online at:******www.seasonshospice.org******or apply in person at: 1696 Greenview Drive SW – Rochester, MN 55902.***

**Description:**

Seasons Hospice is a community based, non-profit organization in Rochester, MN. We provide specialized care to people living with terminal illness while giving support to their loved ones. We have been caring for residents of southeastern Minnesota for over 25 years with our home hospice services and residential hospice facility.

We are seeking an Accounting Associate to fill this position. The requirements are listed below.

This position will provide accounting and financial support services for Seasons Hospice. The position is primarily responsible for accounts receivable and billing of insurance claims to all insurance carriers and private pay individuals. This position will serve as a back up to accounts payable.

Experience -Two years of general accounting experience preferred; A/R and billing experience preferred. Previous experience with accounting software required; QuickBooks experience preferred. Knowledge of medical coding, Medicare guidelines and CMS regulations preferred.

We seek employees that have an interest in or experience with providing end of life care, are technically skilled, possess superior interpersonal skills and have a desire to contribute to our culture of caring. Our staff provides individualized, comprehensive and compassionate care, education and support for the dying, their loved ones and others who have experienced loss.

Seasons Hospice is committed to creating a positive work environment where employees are valued and feel they can contribute fully to the success of our organization. We offer competitive salaries, flexibility and a comprehensive benefit program for eligible positions.

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**Position #:** 795

*Seasons Hospice is an Equal Opportunity Employer*

Job Type: Full-time