



LEE CARLSON CENTER™  
For Mental Health & Well-Being

## Revenue Cycle Accountant

Lee Carlson Center for Mental Health & Well-Being, a 501c3 non-profit, is the primary provider of outpatient mental health services in Anoka County and surrounding areas. Each year we offer hope and healing to more than 6,000 individuals and families struggling with a variety of emotional health issues. Services include clinic, home and school-based counseling and individual, family and group therapy as well as psychological testing, assessment and psychiatry and drop-in center services for Adults with SPMI.

A beacon of hope and healing for over 40 years, our mission is to provide exceptional and affordable mental health services to families, children, youth, and adults.

Lee Carlson Center is recruiting a **Revenue Cycle Accountant** to join our administrative team.

### Primary Job Responsibilities:

- Process, record, summarize and analyze all data for the general ledger and financial statements.
- Assists with processing payroll and accounts payable.
- Analyze and resolve denials from third parties payers and support systems that improve the overall revenue cycle.
- Facilitate and coordinate facility related needs.

### Education and/or Experience Required:

AA degree in accounting, general business or related degree. BS preferred. Experience in Accounting required. Experience working in the health care field.

### Other Qualifications:

- Language Skills: Must be able to effectively communicate information and ideas in English both orally and in writing.
- Mathematical Skills: Ability to add, subtract, multiply and divide numbers and ability to calculate percentages.
- Physical Demands: Ability to lift a minimum of 25 pounds.
- Work Environment: Position requires travel between clinical sites and satellite clinic locations including schools and client's homes as caseload requires.
- Must be proficient in using Windows Operating System as well as Microsoft Office applications and Electronic Medical Record (Microsoft Word, Excel, PowerPoint, Great Plains Accounting Software, EMR system, etc).
- Reasoning: Must be able to solve complex problems independently and demonstrate strong interpersonal skills.
- Ability to achieve and maintain status of "not disqualified" upon completion of criminal background studies.
- Ability to maintain a valid driver's license, proof of drivers insurance, a satisfactory driving record and reliable transportation.

**Competitive salary and benefits:** We are pleased to offer a variety of benefits.

### Insurance coverage:

- Health Insurance Plans with as little as \$10 employee portion per pay period
- Delta Dental & Avesis Vision Insurance
- Flexible Spending Account (FSA)
- Employer Paid Life Insurance & Long Term Disability
- Retirement: 403B (matched up to 3% after 1 year)
- Legal Shield & Identity Shield
- Employee Assistance Program (EAP)
- Employee discounts + Gym Membership reimbursement through health insurance plan



**LEE CARLSON CENTER™**  
For Mental Health & Well-Being

**PTO/Vacation/Holidays:**

- 80 hours Floating Holiday available immediately upon hire + 40 hours accrued PTO in first year
- 8 PAID Holidays + 2 Emergency Closing Days

**To apply please send a resume and cover letter with interest to [apply@leecarlsoncenter.org](mailto:apply@leecarlsoncenter.org)**

***Equal Opportunity Employer - Minorities / Women / Protected Veterans / Disabled. EEO is The Law - click here for more information.***

*Lee Carlson Center for Mental Health & Well-Being is an **Equal Employment Opportunity/Affirmative Action** employer. If you have a disability or impairment and as a result you not able to complete an online application, please contact the Lee Carlson Center for Mental Health & Well-Being Human Resource Department at 763.780.3036 ext 835.*

*Lee Carlson Center for Mental Health & Well-Being does not discriminate against any qualified applicant or employee because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.*