

Accounts Receivable Team Leader

The Health Care Central Coast team are seeking an experienced and dedicated Accounts Receivable Team Leader for a full time position.

Health Care Central Coast offers the largest and most comprehensive private perioperative services in the region and has played a pivotal role in providing quality service to the community across Brisbane Waters, Gosford and Tuggerah Lakes Private Hospitals.

The successful applicant will be based at Gosford Private Hospital and will report directly to the Regional Finance Manager. In this role you will provide leadership and support to the Brisbane Waters, Gosford and Tuggerah Lakes Private Hospitals as part of the Central Coast Billing team.

About the Role

Ideally suited to an experienced, highly motivated professional, the Accounts Receivable Team Leader position plays an integral role as part of the Central Coast Billing team, contributing to a positive workplace environment focused on trust, open communication, creative thinking and a team oriented approach.

The successful applicant will have an eye for detail and possess excellent customer service skills as they will be the key point of contact for internal and external stakeholders. Responsibilities include overall operational and logistical requirements for the team in addition to investigating innovative processes while meeting company goals, safety practices, and setting team priorities, with a focus on continuous improvement.

Essential Criteria:

- Advanced communication and organisation skills
- Outstanding customer service skills to all stakeholders
- Attention to detail, while managing multiple tasks
- Ability to prioritise and meet deadlines
- Ability to work in collaboration with a team and also individually
- Ability to remain calm and professional in a busy environment
- Good excel skills
- Accounts receivable or finance experience and/or training
- Minimum of five years' experience in a private or public hospital environment
- Experience in Health Fund contract interpretation
- Staff management

Desirable criteria:

- Sound knowledge of WebPAS software system
- Medical Terminology
- Hands On, Self-motivated with initiative and ability to multi-task.



Applications Close: Saturday 12 February 2022.

Please include cover letter acknowledging and demonstrating how you meet the selection criteria. For further information and applications please contact:

Wayne McCarthy, Acting Regional Finance Manager

Phone: 02 43238172 or Mob: 0417365132 Email: wayne.mccarthy@healthcare.com.au

****Unfortunately, due to volumes of applications received we are not able to provide individual feedback to applicants not shortlisted for an interview****