



PAYROLL BILLING SPECIALIST Healthcare

CAREmasters healthcare services LLC - Sarasota, FL
Full-time or Part-time

CAREmasters homehealth LLC is a private duty home health agency supporting Sarasota, Charlotte, Lee and adjacent Counties with medical and non-medical services. Our nurses and caregivers provide in-home support services, ensuring comfort, safety, and healthcare. **CAREmasters healthcare services LLC** is a staffing agency, serving local hospitals, rehabilitation facilities, skilled nursing facilities, assisted living facilities and continuous care with temporary healthcare professionals.

CAREmasters is looking for a healthcare **experienced PAYROLL & BILLING specialist** .

CAREmasters uses the healthcare software MatrixCare to administer caregiver HR data and to schedule client's needs with caregiver availability. MatrixCare is the basic payroll source generating hours worked, combined with applicable pay rates by employee. These data sets are extracted and processed in mypayrollHR online portal to set up final pay roll. MatrixCare is handling client billing and generates the AR aging reports.

The successful applicant has expert level knowledge and experience in different payroll and billing systems and is able to reach fast proficiency level in MatrixCare and mypayrollHR. The scope of work includes evaluating, verifying and clearing time sheets. Experience in the healthcare industry is an advantage.

The position can be part time, 3 days a week (Tuesday, Wednesday, Thursday). For a candidate who has or gains expert level knowledge in MatrixCare and has an understanding of basics in HR and healthcare it can be a full time position.

We, at CAREmasters, believe that our employees are our greatest and most cherished assets and we strive to be THE employer of choice in our community. CAREmasters is an equal opportunity employer. Come and join our excellent team of healthcare professionals. **The compensation is attractive.** Please submit your resume to admin@caremastershealth.com . For more information please visit our website: www.caremastershomehealth.com