**A/R Operations Manager**

**Job Details**

Bedard Pharmacy & Medical Supplies is hiring an A/R Operations Manager. This is a full-time position Monday thru Friday, 8:00 a.m. to 5:00 p.m. This position is based in Auburn, ME with the possibility of hybrid remote work after initial training is successfully completed.

**Job Summary**

The A/R Operations Manager will:

* Oversee, manage, and support the performance and productivity of the billing department in Bedard Pharmacy, Bedard Senior Care, and Bedard Medical
* Review, update, and implement department policies and procedures while ensuring compliance with governmental, insurance, and accrediting agency's rules and regulations
* Conduct internal auditing of all billing transactions and prepare for external audits
* Focus on leading, motivating, and developing staff as well as maintaining a high level of customer service
* Manage the day-to-day operations of the billing department

**Qualifications**

* Bachelor’s degree in accounting or finance related major
* Experience in accounts receivables, collections, and/or credit management
* Supervisory or managerial experience
* Advanced data management and analytical skills
* Advanced proficiency in MS Office 365 applications, primarily Excel
* Capable of managing operations independently with minimal direct oversight and supervision on a day-to-day basis
* Superior customer service skills, ability to manage escalated situations and resolve challenging customer issues
* Ability to establish and manage priorities
* Ability to demonstrate good decision-making skills to run a profitable company
* Ability to identify and resolve problems in a timely manner, and gather and analyze information skillfully
* Ability to identify and implement process improvements leading to cost and/or time savings
* Ability to delegate and drive results through accountability
* Ability to lead people, set goals, and coach staff in the achievement of goals
* Ability to foster professional working relationships utilizing strong interpersonal and communication skills
* Ability to assess job competency and manage capacity of staff
* Ability to retrieve, communicate, and present information both verbally and in writing, fluent in English

**Physical Requirements**

* Sitting for prolonged periods of time, but may involve walking or standing for brief periods of time
* Keying and typing for prolonged periods of time
* Occasional reaching, grasping, lifting, and carrying up to 10 lbs. below waist level and at or above shoulder level

**Company Overview**

Bedard Pharmacy & Medical Supplies is a family-run, community business with three major divisions: Bedard Pharmacy, Bedard Medical Equipment & Supplies, and Bedard Senior Care Pharmacy. All three divisions share a commitment to providing quality health care solutions.

Bedard Medical Supplies carries a wide variety of medical equipment and supplies, including hospital beds, bathroom safety aides, compression stockings, breast prosthesis products, aides of daily living, and more.

If you’re looking for an excellent career opportunity, consider joining the Bedard family. We provide a great work environment, competitive salaries, and exceptional benefits.

**Compensation & Benefits**

* Competitive pay commensurate with education, certifications, and experience
* Health Insurance
* Dental Insurance
* Vision Insurance
* Life Insurance
* Short-term and Long-term Disability Insurance
* Critical Illness and Accident Insurance
* Pet Insurance
* 401(k) with Company Match
* 16 Paid Days Off
* 6.5 Paid Holidays
* Free On-site Gym Membership

Bedard Pharmacy & Medical Supplies is an Equal Opportunity Employer