



## Insurance Billing Coordinator

**FARAGON RESTORATION** ([www.faragonrestoration.com](http://www.faragonrestoration.com)) is a 24-hour emergency response and reconstruction company delivering highly specialized recovery and loss mitigation strategies for water, fire and mold damage. We proudly serve risk managers, building engineers, residential and commercial property managers. Our valued clients include facilities in government, industrial and the medical sectors.

As the Insurance Billing Coordinator you must be accurate and reliable in handling accounts and documents. Being good at math and a high degree of organizational ability are essential due to the great amount of financial information. Since you will be using technology to expedite your work, a high degree of computer knowledge is required. A high degree of competence in the use of Xactimate and all Google platform applications is mandatory. Typing speed of 70 wpm is highly desirable.

### Duties:

- Work within Xactimate software.
- Manage account balances to discover outstanding debts or other inconsistencies
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Check the data input in the accounting system to ensure accuracy of final bill.
- Issue invoices and bills and send them to customers through various channels (mail, e-mail etc.).
- Issue customer account statements periodically or whenever necessary.
- Receive payments through various methods (cash, online payments etc.) and check for credibility.
- Send reminders for payments and contact customers when assigned. Assist in AR activities as needed.
- Update project job files with new payments, balances, customer information etc.
- Frequently engage with customers both by phone and via written communications regarding new jobs, work in progress and final billing.
- Work closely with the Director of Operations in scheduling work, monitoring progress of ongoing jobs, and daily processing of job documentation records and photographs.
- Report on all activity to upper management.

### Qualifications:

- Previous experience with Xactimate/Xactware desired but not required.
- Previous experience working as with insurance preferred.
- Proven experience in a professional office setting as billing clerk, scheduler, dispatcher, front office coordinator is expected.
- Adherence to laws and confidentiality guidelines.
- Proficient in all Google suite of applications. Working knowledge of Quickbooks Online and Soonr platforms is highly desirable.
- Exceptional work ethic and ability to remain calm and courteous under pressure.
- Superior organizational skills, meticulous nature and attention to details.
- Exemplary communication skills, both verbal and written.

- High school diploma; further education is desirable but not required.

**Please Submit the following for consideration:**

- Resume
- Cover letter explaining why you believe that you would be a great fit for this position
- Writing sample
- Incomplete submissions will not be considered. Please attach all above requested documents in PDF format.