

JOB POSTING

MUSKINGUM COUNTY CENTER FOR SENIORS

DATE: October 14, 2026

DEPARTMENT: Muskingum County Center for Seniors

POSITION TITLE: Billing Coordinator

STATUS: Full Time: 35 hours per week
Monday – Friday, 8:00 to 4:00 PM

SALARY RANGE: \$20.00 - \$25.00 per hour based on experience/qualifications

DEADLINE TO APPLY: OPEN UNTIL POSITION IS FILLED

Qualifications:

- Previous insurance billing experience preferred
- High School Diploma or equivalent
- Valid/Current Ohio Driver's License
- Minimum age of 18
- Ability to lift up to 50 pounds
- Good attendance record
- Pass all pre-employment screenings

Essential Job Duties:

Candidate must be experienced insurance billing, professional with strong attention to detail, leadership skills, and a talent for working with billing software and reports.

- Oversee and coordinate daily MyCare insurance billing activities.
- Ensure accurate and timely submission of insurance claims.
- Review claims for accuracy, resolve billing discrepancies, and follow up on denials and unpaid claims.
- Generate, analyze, and maintain billing software reports to monitor claims, payments, denials, and outstanding balances.
- Identify billing trends and recommend improvements to workflows and reimbursement processes.
- Maintain accurate documentation and records in accordance with applicable requirements.
- Assist with training, guidance, and support for billing staff.
- Communicate professionally with insurance providers, care teams, and other stakeholders.
- Protect confidential client and financial information.

Please submit both a Resume and Application either by mail, fax or in person by the deadline to:

Muskingum County Center for Seniors
Attn: Kate Paul
160 N. 4th Street
Zanesville, OH 43701 or
Email: srweaver@muskingumcounty.org

The Muskingum County Center for Seniors is an Equal Opportunity Employer.

(Application is available at www.muskingumcountyoh.gov)