

Job Advert - Employment Opportunity

Comprehensive Rehabilitation Services for people with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization and is supported by CBM (Christian Blind Mission). CoRSU provides Orthopaedic Surgery, Plastic Surgery and Rehabilitation, mainly for children as well as adults with disability.

CoRSU Hospital is urgently looking for young and dynamic potential professionals in the following field:

- 1. Job Title:** Billing Officer
- 2. Reporting to:** Revenue Accountant
- 3. Department:** Finance
- 4. Objective of the position:** To track, record and reconcile all CoRSU financial accounts that are not project related. This work is done under the guidance and direct supervision of a Senior Accountant.

5. Key Result Areas

- Timely and accurate billing
- Daily collection reports
- Daily closure of open items

6. Duties & Responsibilities: He/she:

- i) Gathers information needed to secure payment from third party insurances.
- ii) Monitors debts and unresolved patient accounts by filing claims, not limited to insurance firms and partner organisations, probate issues and contacting finance on the status of the insurance and partner statements.
- iii) Collect financial, demographic and insurance information from obstetrical patents prior to delivery to ensure timely payments and to send invoices.
- iv) Follows all work processes, procedures, while maintaining compliance to the rules and regulations set forth by the company.
- v) Strives to always deliver high-quality results in accordance with standards.
- vi) Protects and keeps all patient and hospital information confidential.
- vii) Accepts ownership for all tasks and responsibilities while improving the company's reputation.
- viii) Handles customers with utmost care and patience.

7. Qualifications and Work Experience:

Essential	Desirable
A Minimum of a Diploma in Commerce/ Business Administration, Accounting & Finance, Business Administration related course	Applicants with additional training in customer care and front office management training/experience.
Have good Computer Literacy (word processor, spread, power point presentations)	Knowledge of EAFYA Enterprise Resource planning (ERP) software and Tally accounting software
At least 1 years' experience working in preferably any hospital setting.	Experience in working in the finance and accounts department of an NGO/Not-for-Profit.

29th November,2024

Excellent communication, presentation and social skills.	Knowledge of the multi-funding accounting and finance management processes
A reference or recommendation from the immediate supervisor of the internal applicants.	An internal performance appraisal record that has satisfactory performance rating.
Ability to handle billing work with precision, commitment, honesty, transparency, confidentiality with capacity to concentrate on the task at hand.	Able to work long hours where necessary

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi or email to: recruitment@corsuhospital.org by **Friday 6th December,2024.**

NB: *CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.*