



Job Title: Payroll-Billing Clerk **Location:** Modesto, CA **Compensation:** \$13 per hour or DOE

Maxim Healthcare Services is currently seeking a Payroll-Billing Clerk who will provide accurate data entry of documentation into the Information System of Record for accurate payment and billing of client /employee services.

Essential Duties and Responsibilities:

- Assembles and enters into data system accurately all required documentation for weekly payroll to be exported to corporate for the billing of client services and payment of employees.
- Responds promptly to changes in workload, adjusting assignments as necessary to achieve optimal productivity and efficiency.
- Responsible for verifying tracking reports through InfoMax to monitor all requirements to ensure requirements are kept current and maintained to meet regulatory standards.
- Communicate all issues or concerns relating to payroll or billing errors in a timely manner to the Administrator.
- Demonstrates a professional, proactive attitude and actions in all interactions with employees, applicants, co-workers, clients and customers.
- Other duties as assigned.

Maxim Healthcare Services is a leading provider of medical staffing, home health and wellness services in the United States with over 400 branch offices in 44 states and the District of Columbia. We have earned a position as an innovative leader through our emphasis on quality patient care, compliance initiatives and customer service.

Qualifications/Minimum Requirements:

- High school graduate or equivalent. College degree or additional training preferred.
- Must demonstrate excellent verbal and written communication skills and have the ability to interact professionally with all levels of employees.
- Must possess solid computer skills.
- Must be able to manage a variety of tasks simultaneously while paying special attention to detail.
- Ability to work as a member of a team, to complete tasks as instructed, be receptive to new ideas, and be creative in solving problems.

To Apply: Email resume to chrMartin@maxhealth.com