



Accounts Receivable Clerk

Moab Regional Hospital is seeking qualified candidates for an Accounts Receivable Clerk position within the Business office. This role is responsible for ensuring patients are billed correctly through the posting of electronic payments, personal payments and all other payments received by the hospital, while following policies and procedures to ensure all activities comply with hospital standards and government regulations. Our ideal candidate has excellent customer service skills and produces highly accurate work with above-average attention to detail. This is a full-time, benefited position, working Monday to Friday, 8:00 to 4:30.

What makes Moab Regional Hospital a great place to work?

- Year Round Employment
- Job Security
- Predictable Schedules
- Collaborative and Supportive Workplace
- Professional Growth Opportunities
- Full benefits: Insurance, Retirement, paid vacation and sick leave, and more

Our people make the difference. We promote from within and support our staff as they build careers in healthcare and related fields. Our administration, clinical staff, and non-clinical staff work closely together to foster a fast-paced work environment and a positive work-life balance. With reliable schedules and year-round employment, you can enjoy steady work and still have time to enjoy all that the Moab area has to offer.

Minimum Qualifications

- Strong customer service and communication skills, including oral, written, and listening skills.
- Previous experience preferred working in finance/accounting or reconciling payments.
- Ability to work well as part of a small team and also make sound independent judgment calls.
- High-level attention to detail and organized.
- Reliable and timely with work schedule; some schedule flexibility strongly preferred.
- High level of comfort with computers and ability to learn department-specific software.
- Able to navigate stressful situations calmly and professionally; emotionally mature.
- Able to receive and manage sensitive information professionally and maintain confidentiality at all times.
- High school diploma or equivalent.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE. Candidates must be able to pass a background check. This position required mobility and the ability to lift and move up to 30 lbs. repeatedly.

How to Apply

- Submit your resume to jobs@mrhmoab.org

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or protected veteran status.