

VACANCY ANNOUNCEMENT

POSITION:	Revenue Cycle Manager	OPEN:	May 19, 2025
SALARY:	Based on Qualifications	CLOSES:	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position organizationally falls under the Finance Director of the Kickapoo Tribal Health Center, Associated Programs and Services as operated by the Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed. The purpose of this position is to provide administrative management of all aspects of the Revenue Cycle Department as those duties relate to the recovery of alternate resource dollars which may include but is not limited to: billing, accounts receivables, accounts payables, posting, adjustments, working denied claims and other duties/functions commonly associated with a healthcare related Revenue Cycle office. Performs duties in support of the Health Center's mission to ensure the highest quality of patient care in an economically sound and efficient manner.

Description of Duties:

Please contact Human Resources for full position description

Work Experience and/or Education:

- Bachelor's degree in business or health care, preferred
- Minimum of two (2) years management experience in Health Care industry
Minimum of one (1) year in revenue capturing, business office functions, and managing Accounts Receivable
- Knowledge of Medicare, Medicaid, Commercial and Private Insurance
- Certified Coder and/or Certified Medical Biller, preferred

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI and Federal background clearance.
- Must have valid State or Government issued ID

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application. The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to kaylee.stevens@okkthc.com.

*Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace*