



Consolidated Billing Services Inc.

www.billing-services.com
www.snfcbl.com

1908 N Dale Ln, Suite A, Spokane Valley, WA 99212 TEL 509.448.2067 FAX 509.448.0785

WEB DEVELOPER

Date: January 1, 2016

Reports to: **President**

Pay Scale: DOE

Hours: Full Time

Benefits: PTO (Vacation, Holiday, Sick)

Dental Insurance, Health Insurance, Simple IRA, Employer match up to 3%

Position Overview

Develop and Maintain SNFCB.com and other company websites in an environment to assure client access.

Development / Programming - Responsibilities

- Update and Maintain SNF.com to assure it stays current with changes in internet environment.
- Maximize the use of procedures and functions to assure each website runs at maximum efficiency.
- Develop, oversee, implement and monitor SEO marketing for company web sites.
- Analyze and evaluate the effectiveness of sales, methods, costs, and results with what you have access to.
- Establish and implement short- and long-range goals, objectives, policies, and operating procedures
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.

Customer Support – Responsibilities

- Monitor CMS websites to assure our data is up-to-date and current
- Work with Carriers to maintain up to date Carrier priced codes
- Set up Large Clients
- Participate in the development of new project proposals.
- Recommend policies and procedures to enhance operations.

Minimum Requirements

- Experience with .NET programming
- Experience of modular programming
- Experience with SQL functions, procedures and queries
- A self-motivated team player.
- Strong computer, analytical, communication and problem solving skills.
- Knowledge of web based SEO marketing strategies.
- Ability to travel, expected travel is 5%



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Essential Skills/Abilities

- Excellent written and verbal communication skills
- Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Access
- Organization and planning
- Problem analysis and problem-solving
- Team-leadership
- Formal presentation skills
- Persuasiveness
- Adaptability
- Innovation
- Good Judgment
- Decision-making
- Stress tolerance
- Collaboration

Employee Signature_____ Date_____

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.