



<https://www.internshipstoo.online/job/part-time-payment-specialist-backup-care/>

Part-Time Payment Specialist, Backup Care

Description

Wellthy is hiring a remote, part-time Payment Specialist to support backup-care payment workflows. The role focuses on reviewing reimbursement claims and direct-payment requests, applying client-specific payment rules, and keeping members and care providers informed about payment status.

Responsibilities

- Review and process member reimbursement claims and direct payments to care providers or vendors.
- Verify receipts, invoices, tax forms, banking details and other supporting documents.
- Calculate payment amounts using applicable rates, limits and client-specific policies.
- Communicate payment status, approvals, denials and missing-document requests to members and providers.
- Maintain accurate payment records and supporting documentation.
- Identify discrepancies and escalate issues when needed.
- Meet required turnaround times and support related accounts-payable workflows.

Qualifications

- No degree is required.
- Comfort working with numbers, basic arithmetic and detailed financial information.
- Strong organization, accuracy and time-management skills.
- Clear written and verbal communication.
- Ability to learn multiple client contract terms and payment policies.
- Private, secure and distraction-free remote workspace with reliable internet.

Experience

Prior experience in accounts payable, bookkeeping, cashiering, retail transactions or another role involving regular money handling or numerical accuracy is preferred.

Skills

Payment processing, accounts payable, bookkeeping, numerical accuracy, documentation review, time management, SLA management, written communication, member and provider support.

Job Benefits

Remote work environment. The listing also references retirement savings, mental-health benefits and sick days, subject to role eligibility and company policy.

Hiring organization

Wellthy

Employment Type

Part-time

Industry

Care Services / Health Technology

Job Location

Remote, United States, United States

Remote work possible

Working Hours

Part-time schedule; exact weekly hours were not specified in the available listing.

Base Salary

17.00

Date posted

October 1, 2026

How To Apply

Apply through the current job listing: [Wellthy Payment Specialist application](#).