

**County of Grundy--Job Posting
Health Department**



Date of Posting: May 30, 2019
Applications Accepted Until: Posted until filled
Job Title: Finance Associate
Employee Status: Full-time, 37.5hrs/week, non-exempt
Union Affiliation: AFSCME
Pay range: \$15/hr

SUMMARY:

Prepares and completes accounts receivable transactions of the Grundy County Health Department: daily deposits, monthly reconciliation of patient accounts and billing/reporting for services. Serves as liaison with external electronic medical records and billing companies to ensure accurate submission of medical claims, denials and collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare daily deposits, monthly and quarterly reports, invoices for various accounts receivable.
2. Serve as liaison to electronic health records/billing companies, performing oversight or actual submission of claims, denials and collections.
3. Regularly review patient accounts and participate in addressing outstanding issues.
4. Generate and provide reports to aid in identify billing and collection trends.
5. Participate in all financial audits.
6. Work collaboratively with front desk staff and Division Directors to create and maintain client fee agreements.
7. Stay current with changes to health insurance systems, coverage and programs.

MINIMUM REQUIREMENTS

High school diploma or general education degree (GED); and at least 2 years of related experience and/or training; Knowledge of medical terminology and knowledge of CPT, HPCPS, current ICD coding; Computer knowledge and use of Microsoft Office products.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Finance Associate" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).