

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

August 22, 2019

19-54

POSITION ANNOUNCEMENT

POSITION: Accounting Assistant IV (Part Time)
POSITION #: 19-54 – Updated!
DEPARTMENT: Public Health (UCo Health)
SALARY: \$1,610.00/Month– Plus Excellent Benefits
CLOSING: First Review August 27, 2019

DESCRIPTION: The Accounting Assistant IV acts as the billing specialist and is primarily responsible for submitting claims and following up with insurance companies. Responsibilities also include general accounting functions and acting as a liaison to information/billing system vendors. Coordinates data applications and information projects for the departments; confers with departmental personnel regarding the implementation of the information/billing system; conceives of and produces functional information, reports, and studies regarding departmental programs and procedures for fiscal planning and service evaluation purposes.

REQUIREMENTS:

Minimum Requirements:

- Certified Professional Coder or Certified Medical Coder
- High school graduate or GED equivalent required.
- Three (3) years progressively responsible work experience in an office in a physician's office or hospital setting.
- Considerable knowledge of medical billing procedures and general accounting principles, governmental accounting and regulatory requirements regarding health care financing.
- Knowledge and training in HIPAA regulations related to patient care documentation, billing process and compliance to the regulations.
- Knowledge and experience with medical billing CPT, ICD-10, and HCPCS codes.
- Possess good verbal and written communication skills.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).
- Ability to pass a criminal background check.

Preferred Qualification:

- AA/AS in business or related field.
- Six (6) years progressively responsible work experience in an office in a physician's office or hospital setting.
- Bilingual in Spanish.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.