



*ACCOUNTS RECEIVABLE BILLING  
SPECIALIST – FIRE DEPARTMENT*

*\$18.50 - \$23.61 PER HOUR – DOQ  
(30 HOURS PER WEEK)*

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*BECOME PART OF OUR  
CITY TEAM*

The City Council of McMinnville, Oregon is seeking an experienced Accounts Receivable Billing Specialist to perform a full range of accounts receivable billing and accounting duties for the City's emergency medical (ambulance) billing. This position, which requires a complete understanding of the unique and evolving health insurance billing environment, functions at the journey level and is expected to maintain currency within the complex nature of the health insurance billing industry and its continually changing rules and regulations. The Accounts Receivable Billing Specialist is expected to be fully aware of all of the operating policies and procedures of the joint Finance / Fire Department Accounts Receivable Billing Section and to perform them with a high degree of independent judgment.

*THE ADVANTAGES OF  
WORKING FOR THE CITY OF  
MCMINNVILLE*

The City of McMinnville has a great deal to offer the new Accounts Receivable Billing Specialist, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. This recognition celebrates places of exemplary character, quality, and planning. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

It is the City's mission to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services. A recent citizen survey rated the City's livability at 8.1 out of 10, with 74 percent of respondents rating livability at 8 or higher. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.



### *RESPONSIBILITIES OF THE ACCOUNTS RECEIVABLE BILLING SPECIALIST – FIRE DEPARTMENT*

The Accounts Receivable Billing Specialist receives direct supervision from the Finance Director. The Accounts Receivable Billing Coordinator acts in the capacity of lead worker to develop, monitor, and/or prescribe technical guidance for the Accounts Receivable Billing Specialist.

With regard to the ambulance billing system, this classification inputs the daily deposit; runs and analyzes review reports bi-monthly completing follow-up collection procedures as needed, responds to correspondence and telephone requests, and works Explanation of Benefits (EOB) denial accounts to try reaching a positive collection result. This individual completes all follow-up collection procedures for each accounts receivable billing system, including but not limited to the following: reviews the last events for accounts needing past-due follow-up, prepares accounts for pre-collections, prepares accounts already sent to pre-

collections to transfer to collections, and balances each of the collection systems quarterly.

The Accounts Receivable Billing Specialist completes a variety of billing support work including but not limited to the following: works mail returns for address follow-up, verifies Medicaid (OMAP) eligibility for ambulance services, and maintains filling systems; periodically completes month-end accounting duties associated with the full-cycle accounts receivable billing for each accounts receivable system, including preparing balancing reports for balancing to the City's general ledger, and preparing monthly statistical reports specific to each billing system. This classification runs and analyzes review reports monthly, completes follow-up procedures as needed, performs collections procedures, responds to correspondence and telephone requests, and works denial accounts to try to reach a positive collection result.

### *KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED*

#### *KNOWLEDGE OF:*

- *Principles and practices of financial and accounting recordkeeping;*
- *Modern office methods and procedures;*
- *Medical terminology and health insurance regulations and structure;*
- *Word processing, spreadsheets, database, and e-mail software programs;*
- *Basic mathematical principles; and*
- *Applicable federal, state, and local laws; and local government accounting processes.*

#### *SKILLS:*

- *Maintaining and balancing a variety of financial records, ledgers, and accounts;*
- *Performing technical accounting work in an organized and accurate manner;*

- *Operating a calculator, computer, and other office equipment;*
- *Interpreting and applying federal, state, and local laws and policies;*
- *Understanding and carrying out oral and written instructions;*
- *Communicating effectively with others; and*
- *Establishing and maintaining effective working relationships with others.*

#### **ABILITIES:**

- *Learn the computer system including the three Directories: Ambulance, Fire Fees, and FireMed as they relate to billing for each service, and City policies and procedures for internal accounting controls;*
- *Organize and prioritize work to meet deadlines;*
- *Maintain confidential and sensitive information regarding HIPAA - Health Insurance Portability and Accountability Act;*
- *Learn and utilize City procedures for daily deposits and balancing accounts;*
- *Accurately work with large amounts of detailed information;*  
*Work as a collaborative team member; and*
- *Establish and maintain effective working relationships with others from diverse backgrounds.*

#### **COMPENSATION AND BENEFITS**

The current hourly wage for the Accounts Receivable Billing Specialist is from \$18.50 - \$23.61. The average work week is 30 hours. Within the range, an appointment will be made based on qualifications. The City's current benefit package includes:

- ✍ *Medical, dental, and vision insurance in which the City and the employee share in premium costs for the employee only;*
- ✍ *Sick leave earned on a pro-rated schedule*

based on 8-hours per month for a full-time employee;

- ✍ *City-paid participation in the Public Employees Retirement Systems,*
- ✍ *Professional membership costs and attendance at job-related conferences as budgeted; and*
- ✍ *Options to participate in the deferred compensation plan, and other employee-paid insurances.*

#### **EXPERIENCE AND EDUCATION**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include high school graduation or equivalent and college level accounting courses, or responsible experience in technical accounting, particularly in the health insurance billing field.

#### **TENTATIVE RECRUITMENT SCHEDULE**

- ✍ *August 12, 2016—Open Recruitment*
- ✍ *September 2, 2016—Closing date for City of McMinnville employment applications, cover letters, and resumes. These materials must be received no later than 5:00 p.m. on September 2, 2016*
- ✍ *September 6 – 9, 2016—Review and screening of application materials.*
- ✍ *September 9, 2016—Invitations to finalists to interview.*
- ✍ *Week of September 19, 2016— Panel Interviews.*
- ✍ *Week of September 26, 2016—Reference checks.*
- ✍ *September 30, 2016—Offer position to top candidate.*
- ✍ *October 10, 2016 – First day of employment.*

*TO APPLY FOR THE  
POSITION OF  
ACCOUNTS RECEIVABLE BILLING  
SPECIALIST*

Those who are interested in applying for the position of Accounts Receivable Billing Specialist will submit a City of McMinnville employment application, cover letter, and current resume that highlights the relevant experience and education related to the position. The application materials must be received by 5:00 p.m. on Friday, September 2, 2016 at the City of McMinnville, attention, Human Resources Director, 230 NE Second St., McMinnville, Oregon 97128.



APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and Resume) WILL BE  
ACCEPTED UNTIL

5:00 P.M., September 2, 2016  
SUBMISSIONS MAY BE MADE VIA  
HARD COPY AND ADDRESSED TO:

CITY OF McMINNVILLE  
HUMAN RESOURCES  
230 NE SECOND STREET  
McMINNVILLE OR 97128

Or

*Via e-mail to:*

*[hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)*

*Note: Applicant accepts all responsibility to confirm with Human Resources that an electronic application has been received via e-mail. Confirmation can occur either via phone at (503) 434-7405 or via e-mail to [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)*

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Rose Lorenzen at (503) 434-7405 or by e-mailing [her](mailto:her@Rose.Lorenzen@mcminnvilleoregon.gov) at [Rose.Lorenzen@mcminnvilleoregon.gov](mailto:Rose.Lorenzen@mcminnvilleoregon.gov)*