



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

### Billing Specialist

Starting Wage \$20.95/hr

\*Plus Excellent Benefits Package\*

<b>Position:</b> Billing Specialist	<b>FLSA:</b> Non-Exempt
<b>Reports To:</b> Billing Supervisor	<b>Status:</b> Full-Time
<b>Supervises:</b> None	<b>Safety Sensitive:</b> Yes

#### Primary Function:

Processes all activities related to medical billing for ambulance services, which may include ALS, BLS, and inter-facility transports. Assists with Continuing Education (C.E.) training programs for field personnel related to medical billing, and Electronic Patient Care Reports (EPCR). Processes invoices pursuant to appropriate fee schedule.

#### Minimum Qualifications:

- Associates Degree from an accredited college or university recognized by the U.S. Department of Education in Business, Public Administration, Finance, Accounting, or other related field  
**and**  
Two (2) years of experience working in medical billing and/or collections capacity  
**Or**
- A combination of education, experience, and/or training sufficient to successfully perform the essential duties of the job such as those listed above.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.
- **NOTE:** As a condition of employment, if not held at the time of employment: Must be able to obtain and maintain the Certified Ambulance Coder (CAC) Certificate within one (1) year of appointment to the position.

#### Preferred Qualifications:

- Certified Ambulance Coder (CAC) Certificate or Certified Professional Coder (CPC).
- Working knowledge of Zoll RescueNet Billing software, including BillingPro.
- Public sector work experience in the medical billing, finance or accounting field.
- Working knowledge of AZ specific Medicaid billing.

**Safety Sensitive:** This job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

Apply by clicking [HERE](#)

First screening of applications: Monday, August 1, 2022

Open Until Filled

**Selection process may consist of:** Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

**Candidate Notification:** All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. In case we need to reach you by phone, please ensure your voicemail is set-up and not full.



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**Benefits for this position include:** Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 12 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

**Preference Points defined:** The District will apply civil service preference points for veterans pursuant to ARS §38-492.

**Reasonable Accommodation Request:** Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Thursday, July 28, 2022.

***Golder Ranch Fire District is a Drug and Tobacco-Free Workplace, and an Equal Opportunity Employer***