**HOOD RIVER COUNTY**

*A Small County with a big mission:*
*Providing Quality of Life for all.*

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| *FLSA Status*: Hourly |
| *Union:* AFSCME 1082 |
| *Work Comp Code: Physician & Clerical - 8832* |
| *EEOC: 8-Health* |
| *Salary Range: 3D* |
| *Last Update: August 2022* |

| **JOB TITLE** | Health Accounting Clerk |
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## Job Summary

Performs bookkeeping activities within assigned department including accounts receivables, billing, payroll and other accounting functions.

## Essential Duties

- Performs cash receipting for funds received.
- Prepares Daily Activity Sheet and Merchant Card reports at end of each day.
- Conducts insurance billing, coding and reconciliations.
- Calculates visit costs utilizing Client Visit Record (CVR) and applying appropriate adjustments and codes for office billings.
- Conducts audit checks to ensure quality assurance.
- Submits electronic insurance billing to Medicaid, private insurance and other programs reimbursements.
- Maintains client ledgers, including demographic and contact information, and reconciles insurance explanation of benefits (EOB) with client account. Completes balance billing in accordance with state and federal guidelines.
- Provides general clerical and receptionist duties as needed.
- Performs other duties as assigned.

## Knowledge and Skills

- Knowledge of accounts receivable practices.
- Knowledge of standard office practices and methods.
- Knowledge of office equipment and standard computer programs.
- Skill in English and Spanish fluency.
- Skill in basic math and attention to detail.
- Skill in operating a variety of computer and other office equipment.
- Skill in providing customer service to both internal and external customers.
- Skill in grammar and composition to communicate effectively both orally and in writing.
- Skill in identifying and resolving problems.
- Ability to multi-task and meet deadlines.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

## Minimum Qualifications

- High School Diploma or GED.
- Three years of related experience in Accounting or Bookkeeping.
- Or an equivalent combination of directly related education and experience.

## Supervision Received and Exercised

- Supervision Received: Public Health Director
- Supervision Exercised: None

## Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor environment. Employees are frequently exposed to typical non-physical office demands. Employees perform light work.