

Williams County Health Department

Main Office

310 Lincoln Ave.
Montpelier, OH 43543
Phone: (419) 485-3141
Fax: (419) 485-5420
www.williamscountyhealth.org



WIC Satellite Office

1399 E. High St.
Bryan, OH 43506
Phone: (419) 636-8754

Full Time Billing Specialist/Fiscal Assistant Williams County Health Department

Seeking qualified candidates for the position of a full time Billing Specialist/Fiscal Assistant (37.5 hrs a week).

An Associates degree in accounting, business administration, or a related field is required. Medical billing and EMR knowledge is a plus, not a requirement.

All candidates must have a valid driver's license and have access to a dependable motor vehicle.

Primary job responsibilities include a variety of general and specialized clerical and fiscal duties, medical billing functions, inputting daily client services into billing software, generating and submitting medical claims/forms, performing non-medical billing for agency services, account follow-up, assisting the fiscal officer in fiscal duties (e.g. payroll, accounts payable, grant financials), data entry tasks, reporting, and assisting with front office receptionist duties as needed (e.g. scheduling immunizations, helping with walk ins, patient check in, issuing birth and death certificates).

Starting hourly salary is dependent on qualifications.

Range: \$19.32-\$22.50

Benefits:

- Medical, dental, vision, and life insurance
- Retirement package (OPERS)
- 14 Paid Holidays
- Accrual of vacation and sick time
- Tuition Reimbursement
- YMCA Membership
- Professional Development and Training Opportunities for Continuous Growth

Interested candidates must submit a cover letter and resume to Alyssa Hauer, Clerical Supervisor at alyssa.hauer@williamscountyhealth.org or by mail to Williams County Health Department, Attn: Alyssa Hauer, 310 Lincoln Avenue, Montpelier, OH 43543. Position is open until filled.

The Williams County Health Department is an Equal Opportunity Employer.
Only non-tobacco, non-nicotine candidates will be considered.