



Macon County Health Department

Job Opening

Job Title:	Accounting Assistant
Division:	Administration
Minimum Qualifications:	<p>Minimum of Associates Degree in Accounting or related field with at least three (3) years of related experience OR High School Diploma or equivalent with four (4) years of related experience. Must have knowledge of basic principles of accounting and overall fiscal operations, specifically grants management, funding sources, cost control, and budgeting. Knowledge with medical insurance billing and proper use of billing codes, also preferred. Must have thorough knowledge of business English and strong clerical, organizational, and oral and written communication skills. Must have experience with fiscal operations and computer programs including, but not limited to: Microsoft 365 and Financial software. Must have the ability to create and use spreadsheets effectively. Must have knowledge of general office procedures/equipment and be able to work effectively under stress. Must possess the ability to handle customer calls and public relations problems effectively. Must maintain strict confidentiality at all times. Must have the ability to identify and analyze financial situations and develop alternative courses of actions with regard to grant priorities.</p> <p>Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather. This position requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 30 pounds.</p>
Summary of Job Duties:	<p>Provides accounting assistance to the Chief Financial Officer for duties including, but not limited to: Responsible for assisting to managing fiscal functions of the MCHD, including proper accounting for costs and distribution of public monies; for establishing goals, standards, and policies to ensure the integrity of departmental fiscal operations; and for maximum recoverability of revenue for services rendered. Also, assists with billing duties including Medicaid, Medicare and private insurance claims and clerical support in the Clinical Nursing Services division. Assists Chief Financial Officer in fiscal presentation and reporting. Assists with preparation and monitoring of the department budget to assure conformance with revenue expectation and expenditure plans. Assists with preparation of financial documents for audits: annual County audit and various audits from funding agencies. Prepares required monthly, quarterly, and annual reports for grant/contract compliance or other fiscal operations. Assists with accounts payable and accounts receivable. Assists with development and updates of fiscal policies and procedures. Maintains and reconciles all related accounts, as needed and prepares necessary journal entries. Assists with development and implementation of the program-specific annual budgets and budgets for new grant applications. Serves as a back-up to billing specialist: duties may include verifies eligibility/coverage and bills for private insurance, Medicaid, and Medicare. Keeps updated on changes to Medicaid, Medicare and contracted insurance companies. Assigns diagnosis/procedure codes to obtain maximum reimbursement. Posts payments to billing system, submits statements and collection letters to clients, for balances due. Follows up with contracted insurance companies, employers, and patients regarding claims and payments not received within 30 days. Corrects billing/system errors and rebills. Submits necessary paperwork to CFO for refunds to insurance or patient/insured for overpayments. Completes weekly deposits and deposit reports for Medication Management, Insurance payments and patient payments received by mail. Answers insurance calls and questions. Bills Medication</p>

Management services to clients and sends statements by the 5th of each month. Keeps spreadsheet of client's monthly services and payments and a year-to-date report. Assists with immunization, influenza, Sexually Transmitted Infection (STI), and additional clinics as needed.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.