

JOB VACANCY ANNOUNCEMENT

Opening Date: December 4, 2018 Closing Date: December 10, 2018
Position: **Billing Clerk** Reports to: Revenue Cycle Director
Salary/Wage: Grade 8; \$26.39-\$29.14/HR Department: Revenue Cycle
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m. Location: ASNA

Brief Summary:

The Billing Clerk is in charge of the collection of daily superbills from all hospital departments, reviewing sign-in sheets and schedules to find incomplete or missing superbills. The Billing Clerk prepares charge batches for Medical Billing Agents and prints and maintains reports in an orderly fashion.

Qualifications:

1. High school diploma or equivalent
2. Some accounting experience or training desirable.

Desired Knowledge, Skills and Abilities:

1. Basic understanding of hospital accounting; good math skills.
2. Good organizational skills; ability to pay close attention to details and to be accurate.
3. Proficient skills in the use of computers; ability to enter and retrieve data; ability to use word-processing program.
4. Ability to read, understand, and carry out instructions.
5. Good oral and written communication skills; good customer service skills.
6. Ability to collect, analyze, monitor and track daily superbills.
7. Ability to work cooperatively with other hospital departments to ensure completion of superbills.
8. Ability to create batches and account numbers and to post room charges.
9. Ability to maintain reports in an orderly fashion in designated folders.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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