JOB OPENING

HEBER-OVERGAARD FIRE DISTRICT

**FULLTIME OFFICE/ BILLING CLERK**

CLOSING DATE OCTOBER 27, 2017 @ 4 p.m.

STARTING SALARY $13.09 or DOE

BENEFITS: HEALTH INS, PAID VAC/SL, RETIREMENT PLAN

Job Summary: Responsible for ambulance billing, front office duties, and compiling payroll and A/P data. Serves as back-up to Office Manager in processing payroll and related reports, financial reports, A/P, A/R, and other duties assigned.

REQUIREMENTS:

* Experience in ambulance billing
* Medical terminology and ICD-10 knowledge
* Proficient using MS EXCEL, WORD
* Basic knowledge in QuickBooks
* Basic knowledge in processing payroll, A/R, A/P
* Must be or get Child Passenger Safety Certified
* Must be or get CPR Certified

MAIL RESUME AND HOFD EMPLOYMENT APPLICATION TO

PO BOX 1010

OVERGAARD, AZ 85933

DROP OFF TO THE STATION

2061 LUMBER VALLEY RD

OVERGAARD, AZ 85933

OR EMAIL TO

M.BILLING@HOFDAZ.COM