



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BILLING SPECIALIST IV**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs senior-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment. Position may involve supervising staff and/or training of staff.

EXAMPLES OF WORK PERFORMED

Analyze and process all billing transactions

May review billing reports for analysts

Authorize billing adjustments

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Follow up on all past due invoices and failed billing

Identifies problems and issues during billing cycles and solves them

Ensure all tasks and duties are completed within county guidelines and policies

Sets timetables for addressing resolution of problems/issues

Maintains client database

Uses software to track and analysis of data

Produces billing reports for billing supervisor

Maintains strict confidentiality and adheres to all guidelines/requirements

Will work on weekly and monthly billing process

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two academic years from an accredited college or university in Accounting, Business Administration or related field

Five (5) years of experience with high volume billing in the private sector or public setting

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations