



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, BILLING**
Grade: 13

The County of Hidalgo Human Resources Department 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 Human Resources Department.

GENERAL DESCRIPTION

Employee performs senior-level billing work. Work involves daily operational management of billing department and related functions. Monitors billing process to identify improvements, and makes recommendations to staff. Position may involve supervising staff and/or training of staff.

EXAMPLES OF WORK PERFORMED

Train, supervise, evaluate, and effectively recommends employment and discipline of all staff in billing department

Develop and maintain procedures for efficient and accurate processing

Coordinate all billing and accounts with records and information

Supervise the monitoring and reconciliation of third party remittances and collections

Institute payment plans when necessary for delinquent accounts or fees

Address all problems related to billing and accounts

Assists client with any information regarding their accounts and billing

Ensures compliance with county, state, and federal laws and guidelines

Performs related work as assigned

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in Accounting or Business Administration

Five (5) years related billing experience with high volume billing in the private sector or public setting with one (1) year of supervisory experience

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

Significant experience in healthcare billing methodologies, such as Medicaid, Medicare, HMO, PPO, etc.

Knowledge of coding

Excellent oral and written communication

Supervisory experience

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