

## **Job Description: EMS Billing Clerk/Deputy Town Clerk**

### **Nature of Work:**

This is responsible fiscal, clerical and accounting work in the maintenance and preparation of Town financial records.

Work involves responsible bookkeeping and clerical activities applying basic bookkeeping practices and procedures, and having considerable interaction with members of the general public. Work is performed under the supervision of the Finance Director, involves a range of bookkeeping, EMS billing and related processes, and includes the operation of a computer and other business machines. Employee follows established procedures and regulations but must exercise judgment and independent initiative. Work is checked by observation, verification, internal controls and through fiscal audits.

**Essential Duties and Responsibilities:** Prepares billing for the Town's ambulance service to third-party payers and patients as required, creates/updates patient account information within EMS billing software; posts payments and records contractual write-offs of same.

Completes follow-up on all billing discrepancies, answers all routine EMS related telephone inquiries; interacts with collection agency on past-due accounts.

Prepares delinquent account list for approval for write-off on a quarterly basis. Forwards delinquent accounts to collection agency once approved for write-off. Reviews collection agency reports for accuracy.

Reconciles ledger reports to EMS billing reports regarding patient revenue. Prepares general journal input forms to reconcile error and adjustments when necessary.

Responds to customers over the telephone and at the counter.

Serves as the registration agent for the State of Maine and handles new vehicle registrations and re-registrations; facilitates transfer of plates or issues new plates and stickers.

Assists the Town Clerk in issuance of hunting, fishing and dog licenses, marriage licenses and other vital statistics certificates. May prepare monthly reports on boats and recreational vehicles and state reports on vital records, assist in voter registration and act as election warden in the absence of the Town Clerk.

Serves in a backup capacity to the Deputy Tax Collector on receipting of revenues received in the mail and daily cash drawer balancing. Researches and resolves outages.

Performs related work as required.

### **Requirements of Work:**

Knowledge of bookkeeping principles and procedures, including knowledge and understanding of insurance billing and third-party payer accounts and the State statutes relating to the duties and responsibilities of administrative clerks.

Ability to exercise judgment and initiative in analyzing and evaluating bookkeeping problems and in developing or recommending modifications and improvements in existing bookkeeping procedures.

Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.

Ability to follow detailed work instructions, both written and oral.

Willingness and ability to pursue professional improvement.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Knowledge of modern office practices, procedures and equipment.

**Training and Experience Required:**

High school graduation including or supplemented by coursework in accounting and general commercial subjects, with experience in full range of clerical work; abilities in personal computer operation and MS office suite an advantage; or any equivalent combination of experience and training.