



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

### Billing Supervisor

Pay Grade 17 (Exempt)

Starting Wage \$30.11/hr

(Estimated Annual Wage \$62,643)

**\*Plus Excellent Benefits Package\***

### Primary Function:

Supervises and implements medical billing for Ambulance Services. Prepares reports for analysis of trends and changes associated with medical billing and makes recommendations to management. Provides plans for staffing of billing department. Makes recommendations regarding medical billing budget impact.

### Minimum Qualifications:

- Bachelor's Degree in Business, Finance, or Accounting from an accredited college or university recognized by the U.S. Department of Education

**or**

Four (4) years equivalent combination of education, work experience, and training sufficient to successfully perform the essential duties of the job, such as those listed above (*NOTE: Must be able to obtain a bachelor's degree of job relevance within four (4) years of employment*).

- Three (3) years of experience working in medical billing and/or medical collections
- Two (2) years supervisory experience in a similarly related field.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

### Preferred Qualifications:

- Certified Ambulance Coder (CAC) Certificate or Certified Professional Coder (CPC).
- Two (2) years of experience with Zoll RescueNet Billing software.
- Public sector work experience in the medical billing, finance or accounting field.
- Working knowledge of AZ specific Medicaid billing.

**Complete job description is available online at [www.grfdaz.gov](http://www.grfdaz.gov)**

**Complete the application process** through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

**This recruitment is designated as "Open Until Filled"  
with first screening of applications Monday, July 12, 2021.**

"Proudly serving the communities of Oro Valley, Catalina and SaddleBrooke"  
3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001



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## **Selection process may consist of:**

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

## **Candidate Notification:**

*All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. Notification, whether selected to move forward or not, will be completed no later than 5:00 pm, Thursday, July 15, 2021.*

## **Benefits for this position include:**

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

## **Preference Points defined:**

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

## **Reasonable Accommodation Request:**

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Wednesday, July 7, 2021.

***Golder Ranch Fire District is a Tobacco Free Workplace  
and an Equal Opportunity Employer***