



POSITION: Accounting Clerk / Insurance Billing Specialist

STATUS: Full-Time

DEPARTMENT: Financial- Richfield

SALARY: \$17.26-\$20.01, DOQ

OPEN: 1/28/2025

CLOSES: First review of applications 2/18/2025

JOB SUMMARY: Under the direction of the Management Services Director, the Accounting Clerk performs financial and clerical functions while assisting clients and ensuring strict confidentiality in compliance with HIPAA guidelines and regulations. This role supports the Department's mission to promote and protect community health through accurate record-keeping, financial operations, and proactive client engagement.

ESSENTIAL FUNCTIONS

- Promotes and protects the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.
- Ensure compliance with insurance guidelines, CPT, and ICD-10 coding in financial records while adhering to established standards, procedures, and applicable laws.
- Perform billing tasks, including processing claims, verifying insurance coverage, insurance credentialing, and handling denials or adjustments.
- Assist with accounts payable and receivable transactions, ensuring accuracy and timeliness.
- Reconcile bank statements and prepare financial reports.
- Assist with and support month-end and year-end financial closings.
- Maintain accounting records and files in accordance with departmental standards.
- Utilize accounting or clerical procedures to enhance office efficiency.
- Assist other staff and partner agencies at immunization events, health fairs, preparedness exercises, and other community events.
- Engage with the public and community organizations to provide educational information about health department programs and opportunities within the local community.
- Proactive and demonstrates a willingness to take initiative.

QUALIFICATIONS

- High School Diploma or equivalent.
- Knowledge and experience in accounting, billing insurance claims, or clerical roles is strongly preferred.
- Proficiency in using computer systems and Google Workspace applications efficiently.
- Familiarity with insurance guidelines, CPT, and ICD-10 coding.
- Strong organizational, time management, and attention-to-detail skills.

- Ability to build and maintain cooperative working relationships with staff, partner agencies, and the public.

ADDITIONAL QUALIFICATIONS

- Successful completion of a criminal history background investigation.
- Possession of a valid Utah Driver License; out-of-state personnel must obtain a valid Utah Driver License within sixty days of the hire date.

This job description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

To Apply: Applications may be obtained from the Central Utah Health Department Richfield office or at www.centralutahhealth.gov. Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email aknaphus@centralutahhealth.org. Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM. For more information, contact Emily Loftus at (435) 896-5451 ext 347.

Central Utah Health Department is an Equal Opportunity Employer.