



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **COLLECTION AND BILLING COORDINATOR**
(Provisional* Appointment)

SALARY: \$40,856 – \$55,979 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position is responsible for coordinating the collection and patient billing functions for the Monroe Community Hospital. Duties involve analytical research as well as staff training. The employee reports directly to, and works under the general supervision of the Patient Accounting Manager or other higher level staff member. General supervision is exercised over Assistant Credit and Collection Coordinator and Office Clerk II staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Finance or Accounting or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in, or administration of, billing, account receivables, or collection work relating to health care; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Finance or Accounting or a closely related field plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

A candidate needs to have received their primary COVID-19 vaccination series.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
435 EAST HENRIETT ROAD
ROCHESTER, NY 14620

Posting Date: January 10, 2023

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.