

**County of Grundy--Job Posting  
Health Department**



Date of Posting: September 27, 2023  
Applications Accepted Until: Posted until filled  
Job Title: Finance Associate  
Employee Status: Full-time, 40.0hrs/week, non exempt  
Union Affiliation: AFSCME  
Rate: \$17.50/hr (Grade 2)

Competitive Benefits: Medical, Dental, Vision and Life Insurance; Generous accrual of Paid-Time Off; Contribution to IL Municipal Retirement Fund (IMRF); Paid Holidays; Professional development opportunities; Potential student loan forgiveness

Work Setting: Work is performed from office in Morris, IL, with occasional visits to partner agencies.

**SUMMARY:**

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies to clients of the lifespan – infant to older adults.

The Grundy County Health Department is seeking a Finance Associate to prepare and complete accounts payable transactions of the Grundy County Health Department, including, but not limited to: monthly reconciliation of patient accounts and billing/reporting for services. Finance Associate serves as liaison with external electronic medical records and billing companies to ensure accurate submission of medical claims, denials and collections. Finance Associate ensures all patient accounts, internal accounts and external accounts that relate to accounts payable are accurately maintained.

The ideal candidate will work as a team player, cooperating with colleagues to best serve the residents of Grundy County, in a fast-paced and ever-changing environment. Under the supervision of the Director of Operations, the candidate will possess a positive attitude and be capable of critical thinking, sound judgement and working independently as needed, prioritizing tasks in an organized fashion and seeing each task through to successful completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepare, distribute and keep record of all invoices for various internal and external accounts payable.
2. Perform regular billing activities related to submitting accepted claims, such as eligibility checks, DHS registration and re-registration.
3. Cooperatively work with staff members, clients and vendors to resolve all accounts payable challenges.
4. Effectively communicate with electronic medical records and billing companies to ensure all medical claims are timely filed, all denials are resolved and all collections are posted appropriately. Regularly review all patient accounts and participate in addressing all outstanding issues.
5. Under the direction of Leadership will maintain organization and staff credentialing needed for maximum billing opportunities. This may include, but not be limited to, re-enrollment into various portals related to submitting medical claims.
6. Generate and provide reports from electronic medical records or billing software to the Health Department leadership to aid in patient care.
7. As needed, provide comprehensive secretarial support at the front desk, including quality customer service to all clients of the Health Department, general public, and other county employees. Tasks, which shall be performed with clarity, respect and dignity. May include appointment reminder calls, scheduling and other related requests.
8. Provide backup coverage for the Administrative Associate as proof of Account receivable ledgers and daily deposits.
9. Collect, prepare and submit monthly health department claims to Board of Health and County Treasurer for payment. Enter data into internal ledgers and reconcile on a monthly basis.

10. As needed will participate in financial audits, by assisting Leadership in performing internal audits to satisfy oversight agencies or accrediting bodies and preparing documents for external audits.
11. Participate in external professional development opportunities, sharing knowledge acquired with other Health Department staff.
12. Maintain strict confidentiality.
13. Possess strong attention to detail and accuracy.
14. As part of a team, actively contribute innovative solutions to identified barriers in order to improve processes and maximize revenue.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

High school diploma or general education degree (GED); and at least 2 years of related experience and/or training; Knowledge of medical terminology and knowledge of CPT, HPCPS, current ICD coding preferred; Computer knowledge and use of Microsoft Office products, especially proficient with Microsoft Excel

**PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Finance Associate" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450. No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*