

Position Available-Rutherford County has an EMS Administrative Assistant position available. This position assists and supports the Director, including creating technical and statistical reports; account receivable functions including deposits and receipting; data entry of patient insurance information; quality assurance review of chart documentation; providing administrative support to the EMS management staff, when needed; answering telephones and email, and composing correspondence. Must have extensive knowledge of Microsoft Word, Outlook, Excel, grammar, punctuation, syntax, and spelling with the ability to compose effectively in various media. Must be able to express ideas orally and in writing, including composing accurate reports and correspondence. This position must be proficient in various software including word processing, spread sheets, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary. Position will update website content. Requires tact, judgment, organizational skills, and the ability to deal with a wide range of personalities. Min req: two year degree or a combination of education and experience. Candidate must be able to understand policies, procedures and ordinances; knowledge of HIPPA privacy laws preferred. Monday-Friday 8:30-5:00. Salary \$30,941 w/benefits. Apply Rutherford County Human Resources, 289 N Main St., Rutherfordton or www.rutherfordcountync.gov. Drug test and background check required. Open until filled. EOE

Rutherford County has an EMS Financial Coordinator position available. This position is responsible for managing all accounts receivables from current and previous billing companies, collection agencies and North Carolina debt set off. Position oversees and ensures compliance of all activities of the contracted billing agency. Maintains financial reports, manages all records requests, reconciles accounts, maintains records and files. Position oversees all cash payments and daily deposits per standard operating procedure, and monitors cash flow by projecting inflows and outflows of monies each month. Position requires analytical thinking and deductive reasoning to develop reports and benchmarks. Applicant must have knowledge of Generally Accepted Accounting Principles (GAAP) and auditing principles and practices, extensive knowledge of Microsoft Excel and other standard computer software programs. Position reports to the EMS/Transit Director. Hours Mon thru Fri 8:30-5:00. Min req. Bachelors Degree or equivalent combination of education and experience. Accounting, compliance and/or medical billing experience preferred. Minimum salary \$35,916 plus benefits. Apply Rutherford County Human Resources Dept, 289 N. Main St. Rutherfordton NC 8:30-5:00 or www.rutherfordcountync.gov. Drug test and background check required. Position open until filled. Must possess valid NC Driver's license. EOE