



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**Title:** PATIENT ACCOUNT MANAGER – PROVISIONAL APPOINTMENT\*

**Salary:** \$39,861 - \$53,239

**Department:** Monroe Community Hospital - Patient Accounting

**Job Summary:** This is a managerial position responsible for planning, coordinating and supervising all operations of the Monroe Community Hospital's Patient Accounting Unit. The employee reports directly to and works under general supervision from an administrative level staff member. General supervision is exercised over the Financial Admissions Coordinator, Credit and Collection Coordinator, and a professional clerical staff. Does related work as required.

**IN ORDER TO PERFORM THE DUTIES OF THIS POSITION, AN APPLICANT SHOULD POSSESS, OR BE ABLE TO:**

- Maintain an accounts receivable control system to ensure correct billing of all accounts
- Evaluate billing procedures to insure prompt payment of accounts
- Perform regular reconciliations of detail systems reports to the General Ledger
- Insure the accountability of the input performed by the Patient Accounting Unit
- Insure that changes in reimbursement methods are implemented in a timely manner
- Coordinate with other unit heads in developing procedures interdepartmentally related to Patient Accounting
- Thorough knowledge of principles, terminology and techniques of health care finances
- Good knowledge of the terminology and procedures used for coding input and maintaining financial records
- Ability to implement accounting and office procedures
- Good oral and written communication skills

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Seven (7) years of paid full-time experience in professional level accounting, account keeping or bookkeeping; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Accounting, plus five (5) years of paid full-time experience as defined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or Accounting, plus three (3) years of paid full-time experience as defined in (A) or (B); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**NOTE:** An employment application must be completed and submitted to Monroe Community Hospital, Human Resources, 435 E. Henrietta Road, Rochester, NY 14620. Applications can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained in the Monroe Community Hospital Personnel Office.

**Posting Deadline: June 20, 2008**

\* 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) on the examination list in order to be eligible for permanent appointment.