



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** HOSPITAL REIMBURSEMENT COORDINATOR  
(Provisional\* Appointment)

**SALARY:** \$53,072 - \$72,885 annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a professional position responsible for coordinating reimbursement activities for Monroe Community Hospital. Duties involve working with the Hospital leadership team to develop programs that will maximize reimbursement and other funding for the facility. The employee reports directly to, and works under the general supervision of the Hospital Finance Administrator or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

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

- (A) Graduation with a Master's degree in Healthcare Administration, or Accounting, Finance, Business Administration, or other financially related field plus one (1) years paid full-time or its part-time equivalent experience in fiscal affairs which must involve working on a health care account or be in a health care capacity; OR,
- (B) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent experience in fiscal affairs, all of which must involve working on a health care account or be in a health care capacity; OR,
- (C) Graduation with an Associate's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in fiscal affairs, all of which must involve working on a health care account or be in a health care capacity; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Fiscal affairs is defined as financial operations including, but not limited to, budget preparation and control, financial analysis, reimbursement analysis, insurance and accounting.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

### **SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate.

**SPECIAL REQUIREMENTS:(continued)**

No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETT ROAD  
ROCHESTER, NY 14620

**Posting Date:** February 24, 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.