Job Announcement: Administrative Assistant/ Ambulance Biller - Crowley County

Position Title: Administrative Assistant/ Ambulance Biller

Location: Crowley County, Ordway, CO

Job Type: Full-Time

Salary: $40,000+ depending on expertise and experience, including insurance, retirement plans, cumulative PTO and annual merit-based raises Application Deadline: Until filled

Crowley County is seeking an experienced and highly organized **Administrative Assistant** to provide critical support to the County Commissioners and various departments. The successful candidate will be responsible for a wide range of administrative, financial, payroll, human resource, and road and bridge related tasks. This is an excellent opportunity for an individual who is detail-oriented, proactive, and capable of managing multiple functions efficiently.

Responsibilities

Accounts Payable/Receivable Functions for Administration, Department of Human Services and Ambulance:

* Process and pay department bills, ensuring proper expense allocation to the correct funds
* Track capital outlay purchases and maintain accurate records
* Obtain W-9 Forms from all vendors
* Receive and deposit revenue to the appropriate funds
* Prepare invoices and track payments for accounts receivable
* Assist with administrative payments for the Department of Human Services
* Request funds from the Treasurer and ensure proper deposit into accounts
* Support the ambulance billing and collection process

Administrative Functions:

* Provide assistance to the public as needed
* Process and file property, automobile, or liability insurance claims and track relevant expenditures and workman's compensation claims
* Answer phone calls, transfer to appropriate departments, and assist with inquiries
* Help Commissioners and staff with online purchases and office-related tasks
* Manage the County's phone system, including cell phone management
* Process incoming and outgoing mail
* Assist employees with phone and computer issues
* Manage the County's website and Facebook page
* Post and manage online sales of County equipment, handling bids and notifications
* Process model traffic tickets, collect payments, and forward to appropriate courts
* Order stationery and supplies as needed
* Assist with vital record processes and other administrative duties as required

Human Resource Functions:

* Conduct new employee orientations and assist with benefit questions
* Process background checks and reference checks for new hires
* Advise employees on policies and procedures outlined in the Personnel Policy Handbook
* Manage employee benefits and ensure timely enrollment into appropriate systems
* Process new hire paperwork and enter employee profiles into the payroll system
* Track flexible spending account benefits and reconcile contributions on a quarterly basis
* Maintain records for health insurance, workmen's compensation, and ambulance benefits
* Coordinate annual benefit enrollment schedules and inform employees of changes
* Respond to unemployment separation details and submit necessary documentation
* Order and maintain updated labor law posters for all departments

Payroll Functions:

* Review timesheets, ensuring accurate tracking of hours and leave
* Produce monthly payroll, verify accuracy, and distribute pay stubs
* Report ACH deposits to the bank and update payroll software for leave accruals
* File monthly, quarterly, and annual reports with state or federal entities
* Prepare and distribute W-2 and 1099-MISC forms Road and Bridge Administrative Functions:
* Maintain Driver Qualification Files for road employees
* Schedule and track required training for road employees
* Ensure compliance with DOT drug-free workplace policies and regulations
* Obtain necessary permits for oversized/overweight vehicles
* Update motor carrier registration forms as required by FMCSA
* Stay up to date on FMCSA and DOT regulations, updating County policies as needed

Required Skills and Qualifications:

* Detail-oriented with excellent organizational skills
* Strong task management and multitasking abilities
* Proficient in word processing, spreadsheets, and presentation software (Microsoft Office Suite)
* Excellent written and verbal communication skills
* Strong problem-solving and critical thinking abilities
* Basic understanding of math and accounting principles
* Persistent follow-up skills and ability to manage deadlines
* Knowledge of payroll and human resource laws (preferred)
* Some basic accounting knowledge (preferred)

Ambulance Billing

* Knowledge of ICD-IO & CPT Coding: Must have experience with medical coding and billing using ICD-I O and CPT codes.
* Experience in Collections: Knowledge of collections processes, including how to follow up on outstanding claims and manage delinquent accounts
* Billing Accuracy: Ability to ensure accurate billing for all ambulance services in a timely manner
* Patient Account Management: Strong skills in managing patient accounts, posting payments, and adjusting when necessary
* HIPAA Compliance: In-depth knowledge of HIPAA laws and patient privacy regulations
* Medical Terminology: Strong understanding of medical terminology and its application in billing and coding
* EOB/ERA Familiarity: Experience with reviewing EOBs and ERAs to resolve payment issues
* Software Knowledge: Proficiency in using AIM billing software and ImageTrend incident software
* Insurance Verification: Experience verifying insurance information and understanding the claims process
* Small Claims Experience: Familiarity with the small claims process for collecting delinquent accounts
* Attention to Detail: Strong attention to detail and ability to maintain accurate records
* Excellent Communication: Ability to communicate effectively with insurance companies, patients, and internal staff

Additional Requirements

* High school diploma or equivalent required; associate or bachelor’s degree preferred
* Previous administrative, accounting, or human resources experience preferred
* Ability to work independently and as part of a team
* Strong work ethic and attention to detail

How to Apply:

Interested candidates should submit a completed application, resume, and cover letter to crowleyadmin@crowleycounty.net or complete an application and return to Crowley County Administration at 603 Main Street, Ordway, CO 81063 For more information, please contact Crowley County Board of County Commissioners. Crowley County is an Equal Opportunity Employer.

We look forward to reviewing your application!