

# WE'RE HIRING – BILLING SPECIALIST

**Location:** Marquette County Human Services Department

**Job Type:** Full-Time | **Pay Range:** \$20.12 – \$22.49 per hour

## Join Our Team as a Billing Specialist!

Marquette County is seeking a detail-oriented and organized **Billing Specialist** to join our Human Services Department. If you have experience with accounts receivable, insurance claims, and third-party billing, we want to hear from you!

### Key Responsibilities:

- ✓ Manage agency accounts receivable, including client charges and payments
- ✓ Generate, transmit, and follow up on insurance claims
- ✓ Maintain accurate client account information and process billing logs
- ✓ Ensure proper coding of receipts and timely deposits
- ✓ Collaborate with service providers and third-party payers
- ✓ Prepare monthly financial reports and reconcile agency accounts

### What We're Looking For:

- ✓ Associate Degree (or 5 years of billing experience in lieu of degree)
- ✓ 3–5 years of accounts receivable experience (third-party billing preferred)
- ✓ Proficiency in Microsoft Office (Word, Excel, Outlook)
- ✓ Strong problem-solving, communication, and time management skills
- ✓ Ability to work independently in a fast-paced environment


### Outstanding Benefits Package!

- ☀️ **Vacation time provided upfront**
- ☀️ **Sick time and 11.5 paid holidays + 2 floating holidays**
- ☀️ **Low-deductible health insurance, dental insurance, life insurance – all with employer contributions**
- ☀️ **Wisconsin Retirement System (WRS) with employer contributions**
- ☀️ **Additional voluntary benefits include:**
  - Vision, accident, and critical illness policies
  - Short- and long-term disability
  - Cell phone plan
  - Additional life insurance options

## Why Join Us?

- ☀️ Competitive pay and benefits (\$19.73 – \$22.05 per hour)
- ☀️ Team-oriented work environment
- ☀️ Opportunity to make a meaningful impact in your community

### **Apply Today!**

-  Submit your resume and cover letter to **[mzuehls@marquettecountywi.gov](mailto:mzuehls@marquettecountywi.gov)**

Don't miss this opportunity to grow your career with Marquette County!