



# Adams County Ambulance and Emergency Medical Services

330 Vermont St. \* Quincy, IL \* 62301

217-277-2001

[ems@co.adams.il.us](mailto:ems@co.adams.il.us)

*A Proud Partner in Our Community since 1974!*

## Job Posting

### **BILLING MANAGER**

Adams County Ambulance and Emergency Medical Services is accepting applications for a billing manager through August 17, 2018.

#### **Description**

The billing specialist oversees the daily billing and collection processes for ambulance calls and patient transports. General responsibilities include conducting account review and follow-up pay sources, managing debt collection processes, and developing reports. The complete job description is available at [www.co.adams.il.us](http://www.co.adams.il.us)

Applicants must have high school diploma (or GED), administrative experience, or college degree in business, finance, or related program is preferred. This position requires a person with good communication skills and the ability to work as part of a team. Experience in a healthcare billing or financial management related position is preferred but not required.

Application and the complete job description are available online at [www.co.adams.il.us](http://www.co.adams.il.us) and must be returned no later than close of business on August 17, 2018, to:

Adams County Ambulance & EMS  
222 N 52ND ST  
Quincy, IL 62305

#### **Salary**

\$39,000 – \$45,000 depending upon experience and qualifications.

#### **EEO Statement**

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.