

## CITY OF TOMAH JOB DESCRIPTION

**POSITION TITLE:** Bookkeeper  
**SUPERVISOR:** Director of Ambulance  
**PAGE:** 1 of 2  
**GRADE:** AFSCME Bookkeeper  
**DEPARTMENT:** Ambulance Department  
**CLASSIFICATION:** Hourly/Non-Exempt Represented

**PREPARED:** April 2017  
**APPROVED BY:** Ambulance Commission on 04/29/2017  
**COUNCIL APPROVED:** May 9, 2017

### **GENERAL DESCRIPTION OF DUTIES:**

The Bookkeeping Clerk shall perform a variety of office duties consisting of, but not limited to; billing for service, typing, data processing, clerical tasks, meet with public and work with a variety of office equipment. This position is directly supervised by the Director and takes direction from the Director, Captain, and Lieutenant(s) of the ambulance department. Duties are accomplished in accordance with and subject to; department rules, regulations, policies, and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for records management and maintenance.
2. Submit claims pertaining to; Medicare, Medicaid, private health insurance companies, and auto insurance companies.
3. Prepare month-end reports of ambulance statistics and billing information.
4. Consults with superiors to meet established department goals.
5. Promotes effective productivity through teamwork and unity of purpose.
6. Displays a positive attitude when assisting members of the public at the counter.
7. Provide copies of run reports, and other forms as needed.
8. Answers questions, take complaints and assists staff with the public's needs.
9. Maintain complete and accurate user account records and work closely with the Treasurer's Office for proper accounting of receipts.
10. Type's letters, memos, reports, and forms as directed.
11. Accepts money and issues receipts for ambulance billing.
12. Duplicates, assembles, and collates various reports as assigned.
13. The City of Tomah has adopted rules and regulations established for the safety of its employees in the performance of their jobs. It is the responsibility of every employee of the City of Tomah to follow safety rules and regulations.
14. Other duties and responsibilities as assigned.

### **EDUCATION AND EXPERIENCE REQUIRED:**

1. Possess a high school diploma or GED.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of office practices, procedures, terminology and equipment.
2. Ability to accurately use business English and spelling.
3. Ability to follow oral and written instructions.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED):**

4. Knowledge/Understanding of ICDIO (International Statistical Classification of Diseases & Related Health Problems) diagnostic codes used in industry.
5. Knowledge/Understanding of HIPPA Laws

**PHYSICAL REQUIREMENTS:**

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reaches above and below shoulder height.
4. Occasional bending.
5. Lifts and carries less than thirty (30) pounds.
6. Sixty (60) percent of day spent sitting.
7. Twenty (20) percent of day spent walking.
8. Twenty (20) percent of day spent standing.
9. All percentages above could vary; depending upon duties performed that day.

**PHILOSOPHY AND GOALS:**

Each employee must be committed to the goals of the department and communicate to the public the highest level of service, fair treatment, and ethical behavior. Employees shall actively employ diligent care of department equipment and resources. Employees must further a personal commitment to physically and mentally maintain the highest level of professional appearance and actions reflecting skill and enthusiasm in all assignments and duties. Employees must provide to the public a trust in the department by always being honest, fair, diligent, and courteous.