



AREA AMBULANCE SERVICE

*Randal Dunford*  
*Director*

*Heather Daly*  
*Captain*

## **Job Posting – BOOKKEEPING CLERK**

Tomah Area Ambulance Service is accepting applications for the position of **Bookkeeping Clerk**. The Bookkeeping Clerk is responsible for billing for ambulance services, typing, data processing, customer inquiries, and record keeping. Desired candidate should have strong background in medical billing and coding preferred. Communication and people skills are critical. The position is full-time, 40 hours per week, hourly wage is DOQ; starting step one wage is \$17.72 per hour based on current City pay structure schedule. Position has excellent benefits which includes Wisconsin State Retirement plan, health, dental, and vision insurance. The City of Tomah is an Equal Opportunity Employer. Applications can be found on City of Tomah website: [www.tomahonline.com](http://www.tomahonline.com) or can be picked up at Tomah City Hall or Tomah Area Ambulance Service. Cover letter, application and resume can be submitted to: Director Randal Dunford, 318 Arthur Street, Tomah Wisconsin 54660 or via email to [rdunford@tomahonline.com](mailto:rdunford@tomahonline.com) . Full job description can be found on City of Tomah website. Deadline for accepting applications is **Friday, February 1, 2019 at 4:00PM**.

