

Warren County Human Resources
210 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257- 3574
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

HEALTH DEPARTMENT

POSITION: Accounting Clerk IV*

DUTIES: This position handles the billing process for our Home Health Agency. It is a critical position, as it involves managing revenues for the program. It requires special attention to detail and there are deadlines that must be maintained to assure the revenue is received. There are various payers; thus there are several billing processes involved. Verification of insurance and home health care must be completed for all new patients as well as verifying monthly for active patients; performs related duties as required.

EDUCATION/EXPERIENCE: Graduation from high school & a demonstrated possession of knowledge, skills, & abilities gained through at least 1 year of financial experience; or an equivalent combination of training & experience. Must have excel experience

SALARY: \$30,000 - \$38,884 annually

North Carolina State applications (PD-107) will be accepted until **August 7th** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 210 W. Ridgeway Street, Warrenton, NC. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer