

JOB TITLE: Head Account Clerk POSITION #: 50039317
PROGRAM: Boston EMS
LOCATION: Albany Street
SALARY: R-11: \$567.74 – 777.01 weekly range, DOE
POSTING DATES: May 7 – 13, 2009
HOURS: 35 hours/week, 9-5 M-F

DUTIES:

Under general supervision, performs complex clerical work in conformance with departmental regulations and established procedures.
Understands and maintains the high sensitivity and security of our industry; screens and directs visitors according to security guidelines; reviews civil and criminal subpoenas for acceptance.
Performs data entry of EMS reports and does word processing.
Performs clerical secretarial support activities, and assists with the office coverage, as needed.
Provides statistical, secretarial and administrative assistance.
Screens, answers and responds to telephone inquiries; refers complex inquiries to appropriate persons.
Assists with special projects and other EMS activities.
Types reports, statistics, confidential data and correspondence.
Responds to lawyers request for trip sheets; copies information and forwards accordingly; initiates billing process.
Separates the trip sheets for the office, research and billing copies; separates summary sheets, research sheets and EKG tape and forward to appropriate persons; copies EKG slips; prepare and process office sheets for review; input data from trip sheets into database and files as needed.
Review trip sheets for missing information and obtain information when needed; separate and count billing trip sheets and prepare for pick-up by A/R clerk; log and file BLS trip sheets in mail file; forward copies of pediatric trip sheets to Pedi ER physician for research project; forward BLS research sheets to director of procedure/compliance; send copies of 80Zs to medical examiners office.
Interact with public regarding ambulance reports
Performs other duties as required.

MINIMUM QUALIFICATIONS:

High School diploma/GED required.
Minimum 3 years experience in which major duties include bookkeeping, accounting or payroll work or any combination of such experience required.
Knowledge of business English, spelling and arithmetic of office procedures of filling and retrieval procedures and of billing processes.
Education in a recognized business school, accounting school or college/university with a major in accounting, bookkeeping or business admin may be substituted for the required experience on the basis of 1 year of such education for 1 year of the required experience.
This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.
A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.
Boston residency required, or willingness to relocate.

REQ#: PHC 2937

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