Human Resources
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Accounts Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV201	**Financial Services**	**Accounts Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**July 15, 2026**

The Accounts Assistant (Billing) performs a variety of routine accounting and clerical tasks related to financial recordkeeping and transactions. Processes financial transactions and enters or retrieves data using manual and computerized systems. Supports functional areas such as cash receipts, disbursements, accounts receivable, billing, accounts payable, purchasing, treasury, and payroll. Maintains both electronic and hard copy files and records.

Job Description

DUTIES AND RESPONSIBILITIES

- Enters, processes and verifies for accuracy a variety of documents in the County's financial management and/or payroll systems, such as journals, cash receipt documents and timesheets, vouchers and invoices; verifies accuracy of information, research discrepancies, and assigns codes.
- Receives cash, warrants and checks from individuals or revenue sources; applies credit to the proper account; balances the cash register and forwards deposits to the proper accounting area.
- Receives funds from the public in payment of fees and services; verifies appropriateness of applicable fees based on established ordinances; calculates and issues change; processes payments received according to established procedures.
- Reconciles and balances payments received from taxpayers; ensures they are accurately applied and accounted for.
- Generates and issues refunds for overpayment of taxes.

- Generates and processes department purchase orders; communicates with vendors; completes shopping carts in an accurate and timely manner; tracks progress and completion; tracks and adjusts purchase order balances.
- Maintains daily transaction records by balancing, preparing summaries and entering into computer; maintains records of delinquent invoices.
- Responds to citizen inquiries, research and responds to employee and department questions regarding the status of accounts and payments, the proper coding of transactions and other matters.
- Conducts an online reconciliation of bank accounts by reviewing and checking accuracy of information; generates daily reports of income received.
- Research, analyze, and interpret patient medical records to identify and determine amount and nature of billable services; assign and sequence appropriate diagnostic/procedure billing codes for the purpose of reimbursement, in compliance with requirements of third-party insurance payers and accreditation standards.
- Process billing to residents and third-party reimbursement claims; post transactions, verify accuracy of input to reports generated, maintain supporting documentation files, and current resident addresses.
- Follow-up on submitted claims, monitor unpaid claims, initiate tracers, and resubmit claims as necessary.
- Monitor billing to ensure compliance with legal and procedural policies and to ensure optimal reimbursements while adhering to regulations prohibiting unbundling and other questionable practices.
- Review and research inquiries regarding coding, charges, and denials on individual accounts.
- Prepare special reports and research related projects as designated by management.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- One (1) year of general clerical experience in Business Administration or Business Management, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.

- Employee must complete required FEMA training(s) as assigned to position.
- Depending on assignment, some positions in this classification may require possession of a valid driver's license, Class C or higher.

FUNCTIONAL AREA

BEHAVIORAL HEALTH

- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at Bernalillo County Behavioral Health Services will be required to complete a caregiver criminal history screening for all caregivers.
- Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

WORKING CONDITIONS

- Essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork are handled in performance of essential job duties.