



# NORTH COUNTY FIRE & MEDICAL DISTRICT

Arizona INTERNATIONALLY ACCREDITED - ISO CLASS 1

## AMBULANCE / MEDICAL BILLING SUPERVISOR

<b>DIVISION:</b>	Administration
<b>CLASSIFICATION:</b>	Civilian
<b>REPORTS TO:</b>	Assistant Chief – Administration
<b>PAY RANGE:</b>	\$56,243.62 - \$79,140.41
<b>FLSA STATUS:</b>	Exempt

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### *Caring People Providing Quality Service*

The North County Fire & Medical District serves a population of 45,000 residents in the communities of Sun City West, Coldwater Ranch, Corte Bella, Cross River, dos Rios, Marisol Ranch, Pinnacle Peak County Island, Rancho Cabrillo, Rancho Silverado, and Rio Sierra. Centrally located in the northern portion of Maricopa County, the District serves an area of approximately 45 square miles. The District is comprised of residential neighborhoods, with significant seasonal fluctuation in population, intermixed with retail and commercial areas. Formerly the Fire District of Sun City West, the District officially changed its name in 2015 in order to better reflect the overall District boundaries as well as the core services it provides.





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## District Operations

The District operates out of three fire stations, with two ALS Engine Companies and one ALS Ladder Company, all commanded by a Battalion Chief and a Battalion Safety Officer. The District currently has 88 full-time employees: 56 are assigned to public safety operations, 19 to ambulance operations, and the remainder to administrative and support positions. Operational personnel work on one of three shifts on a 48/96 schedule; administrative and support personnel work a 40 hour/week schedule.

The District's communication services are handled at the Phoenix Regional Dispatch Center by a computer aided dispatch system. The District has been a long-time participant in the Phoenix Regional Automatic Aid System. This auto-aid system ensures the closest appropriate resources are assigned to incidents, regardless of political boundaries.

## The Position

The North County Fire and Medical District (NCFMD) seeks a highly qualified Ambulance/Medical Billing professional to perform and oversee all billing functions, as well as other bookkeeping/accounting duties; and to assist in budgeting processes, financial audits, and other duties.

### **Required Education and Experience:**

- Minimum of one year experience in accounts collections and insurance billing
- Minimum of five years of business management experience
- Associate's Degree from an accredited community college in Accounting, Business Administration, Public Administration or other related field. Equivalent combination of education and experience may be considered
- National Academy of Ambulance Coding certification (CAC), or ability to obtain within one month of hire

### **Salary and Benefits**

- The Billing Supervisor is an exempt position
- Overall pay range is \$56,243.62 - \$79,140.41; starting rate dependent upon experience
- The District offers an excellent benefit package that includes:
  - Group Insurance benefits available to choose from include:
    - Medical Insurance
    - Dental Insurance
    - Vision Insurance
    - Basic Life/AD&D Insurance – paid by District
    - Supplemental Life/AD&D Insurance
    - Long Term Disability
  - Retirement benefits through Arizona State Retirement System



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- Paid Vacation and Sick Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Employee Assistance Program

## **Testing Components:**

1. Panel Interview(s)
2. Practical Skills Testing

To download the complete Job Description/Information/Application Packet, visit our website:

[www.ncfmd.az.gov](http://www.ncfmd.az.gov)

Candidates must submit:

***Cover Letter, Signed Application, Resume, Copy of Applicable Degree(s)/Certificate(s)/Certification(s), and completed Supplemental Questionnaire***

Application packets will be accepted by U.S. mail or in person to:

North County Fire and Medical District  
Human Resources  
18818 N. Spanish Garden Drive  
Sun City West, AZ 85375

Submission Deadline is **Thursday, September 10, 2015 @ 5:00 pm**

If you have questions, please contact Brenda Tranchina @ 520-297-9351