

Account Specialist
Richland County Health Department

Join our team! Richland County Health Department is seeking a full-time Accounting Specialist. This position's responsibilities include private pay and insurance billing; reconciling accounts; clarifying discrepancies in financial records; reviewing financial reports; processing and reviewing various accounts receivable transactions; responding to a variety of inquiries about financial information; and assisting with coverage for administrative assistant.

This job features a comfortable work environment and excellent benefits. Candidates must have good communication skills, good people skills, be a self-starter and be able to work independently. Associate degree in accounting, finance, or related field and 2 years of experience preferred. Starting hourly rate is \$21.40 to \$23.24, based on experience. All applicants must complete a Richland County application form and submit a resume. Applications available at: Richland County Human Resources Department, 418 2nd Avenue North, Wahpeton, ND 58075, on our website at www.co.richland.nd.us or by email at molsen@co.richland.nd.us Position open until filled.