DISTRICT HEALTH DEPARTMENT NO. 2

Title Sr Billing Clerk (*Re-titled to Billing Clerk on January 1, 2027)

Position Type: Full-Time | Non-Exempt | AFSCME

Location: Onsite | West Branch, Michigan

Pay Rate: $19.73/hour (*Hourly pay rate increase for January 1, 2027)

Why Join Us?

Our mission is to provide leadership in promoting environmental and personal health through health promotion, disease detection, disease prevention, education, and regulation.

- Meaningful, mission-driven work
- Collaborative and supportive team environment
- Comprehensive benefits package including MERS retirement with match, health insurance, and paid days off

Make a Difference in Public Health

District Health Department No. 2 is seeking a Sr Biller (Billing Clerk)

In this role, you will provide financial expertise to many internal and external stakeholders to help ensure financial stewardship and sustainability.

Key Responsibilities

- Review, evaluate, and process financial transactions, receipts, disbursements, invoices, and purchase orders in accordance with established policies and internal controls.
- Post cash receipt transactions and enter financial and billing data into the agency's accounting system accurately and timely.
- Prepare and submit invoices for third-party grants, contracts, insurance companies, and clients; compile and reconcile charges for services rendered prior to billing.
- Investigate rejected or denied claims and prepare corrected or follow-up billing as necessary.
- Maintain and reconcile accounts receivable, including aging receivables and preparing month-end reports.
- Assist in the preparation of adjusting journal entries to correct incorrectly recorded expenditures or revenues.
- Generate routine and ad hoc financial reports; develop spreadsheets to support reporting and financial analysis.
- Assist with audit activities by compiling documentation, reconciling records, and responding to auditor requests.
- Maintain segregation of duties and adhere to internal controls to safeguard organizational assets and ensure implementation of checks and balances.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Privacy Principles (GAPP), maintaining confidentiality and integrity of financial and client information.
- Uphold high ethical standards and exercise sound judgment in handling financial data and organizational resources.
- Onsite attendance with the ability to independently travel as needed.
- Follow all the agency and program specific policies and procedures.
- Maintain HIPAA compliance with fidelity to workplace privacy and confidentiality.

- Delivery of services and communications, internal and external, in a nonjudgmental, culturally competent manner
- Attend staff meetings, conferences, workshops, and training as required
- Collaborate with diverse and interdisciplinary teams.
- Demonstrates basic proficiency in Microsoft Office applications.

What We're Looking For

Minimum Qualifications:

- Associate degree in accounting or related field and one year of accounting experience, preferably in a governmental setting.
- Proficiency with Microsoft Office and general computer systems
- Accessible, reliable transportation; and valid Michigan driver's license and proof of insurance (if driving for work)

Work Environment & Physical Requirements

This position primarily works in clinic and office settings, with travel to community locations. Responsibilities may include:

- Standing, bending, and moving throughout clinic or home environments
- Occasional lifting up to 25 pounds
- Exposure to bloodborne pathogens (Category A) with full OSHA-compliant protections in place
- Participation in emergency response activities as needed

How to Apply

If you're ready to advance your public health career while making a lasting community impact, we encourage you to apply. Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org.

Submit application and resume to:

Email: cshaw@dhd2.org	**OR**	Mail / Dropoff: District Health Department No. 2 630 Progress St. West Branch, MI 48661

Note: An application must be completed prior to interview.

Equal Opportunity Employer

District Health Department No. 2 is an Equal Opportunity Employer committed to building a diverse, inclusive, and culturally competent workforce.

This position will remain posted until filled.