



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 139-23**

**OPENING DATE: 08/03/2023**

**CLOSING DATE: Open Until Filled**

**POSITION:** Purchased/Referred Care  
Accounting Clerk  
**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Patient/Referred Care Manager  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Performs basic tasks required to process daily accounting transactions in Purchased/Referred Care accounts payable.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Receives and matches incoming health care claims to an approved referral requisition; ensures receipt of the explanation of benefits (EOB) and validates the ICD, CPT, HCPCS, and CDT coding.
- Data enters and issues purchase orders based on provider contract terms or health insurance program rules.
- Closes out the electronic purchase order batches for management review and approval on a weekly basis; copies, scans, and files corresponding claims and explanation of benefits (EOB) and mails originals to the fiscal intermediary.
- Reconciles vendor statements.
- Assists vendors and fiscal intermediary with inquiries regarding patient alternate resources, purchase orders, and payment status for open purchase orders.
- Participates in resolving patient billing statements; requests for claims and explanation of benefits (EOB) from the vendor, and/or providing vendor with primary payer information.
- Researches and resolves pended or aged purchase orders.

- Maintains positive relationships with the fiscal intermediary, vendors, and patients.
- Responsible for maintaining, scanning, and updating all vendor contract files; including verifying all vendor files and assures receipt of all vendor IRS Form W-9.
- Responsible for all incoming mail and proper distribution.
- Ensures compliance with HIPAA regulations.
- Maintains confidential information.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Two years' work experience in accounting or related field, preferably in health care setting.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements, including HIPAA, Medicaid, Medicare, Workers Compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-10, HCPCS and CDT coding.
- Skill in operating computerized accounting systems, database systems, spreadsheets, and office software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to provide effective customer service.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to analyze, compare and interpret facts and figures.
- Ability to analyze financial information and draw logical conclusions.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shield are needed.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.