



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

**POSTING NO: 123066-26**

**OPENING DATE: 04/14/2026**

**CLOSING DATE: 04/28/2026**

**POSITION:** Billing Specialist

**POSTED: IN/OUT**

**PAY GRADE:** NE7 (\$25.00/hr. - \$33.75/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Health Services

**REPORTS TO:** Billing Supervisor

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs specialized duties of third party billing and collections processes including; report analysis and reconciliation activities.

*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:**

- Gathers and ensures accuracy of required information, and electronically files claims to third party payers and other insurance plans on a timely basis, in accordance with established policies and procedures.
- Prepares and submits credentialing applications for clinical providers and clinic locations.
- Manages unbilled claims; researches delinquent and denied claims; follows-up and resubmits denied claims.
- Reconciles cash receipts; resolves any general ledger discrepancies.
- Acts as primary back-up to billing clerk.
- Provides direction to other billing and clerical personnel by answering questions; coaching, providing feedback, assigning, delegating and reviewing work, and training on office policies and procedures.
- Works closely with manager preparing for HIPPA format conversion.

- Approves medical and dental charges.
- Reviews system generated reports to identify claims ready for billing; ensures accuracy and completeness of claims and approves for billing; corrects billing of previously submitted accounts and rebills as needed.
- Participates in charge capture and charge entry process to ensure that billing is current and accurate.
- Maintains accounts receivable aging and oversees applicable account adjustments.
- Reconciles and troubleshoots insurance and collection issues related to billing; oversees and enters collection batches.
- Updates provider and other staff on billing issues and concerns.
- 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.
- Associate's Degree in Accounting, Finance or related field preferred.
- Two years billing and accounts receivable experience.
- 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 applicable federal, state, county and local laws, regulations, and requirements, including patients' rights and confidentiality.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of billing requirements, Medicaid, Medicare, Worker's compensation and other insurance programs.
- Knowledge of medical terminology.
- Knowledge of CPT-4, ICD-9, HCPCS and CDT coding.
- Knowledge of billing and accounts receivable accounting.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment; including billing and accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to maintain confidentiality.

- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- 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.
- Frequent interaction with the public.

**PREFERENCE:**

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