



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department

Job Opening

Job Title:	Starting Point Billing Specialist
Minimum Qualifications:	<p>Completes data entry and electronic billing for all designated Starting Point programs. Provides high level clerical and receptionist support for the Starting Point Division.</p> <p>Minimum of an associate degree or equivalent and 3 years of experience in billing. Experience working with elderly preferred. Must be compassionate, have a pleasant attitude and maintain a positive demeanor with the public at all times. Must have the ability to work with diverse community groups. Have strong clerical, organizational skills and the ability to communicate both written and orally is a must. Strong computer literacy, including knowledge of Microsoft 365 is desired. Willing and able to be effective and accurate in a fast-paced work environment is required.</p> <p>Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. This position requires an individual be physically able to meet the demands of the job including bending, squatting, and lifting up to 25 pounds.</p>
Salary:	\$ 35,100
Position Benefits:	<ul style="list-style-type: none">- 35 hr. work week- 12-14 Holidays per yr. plus have your Birthday off- 2 weeks' vacation after 1st year of employment- 1 day of sick leave accumulated monthly- Partial employer contribution to IMRF retirement plan- Blue Cross/Blue Shield health insurance; Dental and Vision available- Discounts on Verizon, AT&T and T-Mobile wireless plans- Gym membership discounts (Downtown Fitness, DISC)
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconchd.org to print a copy of the application. Completed applications should be emailed to hr@maconchd.org.</p>

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.