



POSTED 1/12/2017

JOB OPPORTUNITY #: 256-1200

ACCOUNT SPECIALIST II **PUBLIC ADMINISTRATOR**

Responsibilities: Works with client benefits, especially with Medicaid and Medicare benefits. Performs accounting and clerical duties as assigned including, but not limited to: data entry; making bill payments; posting payments to accounts; issuing and balancing receipts; making bank deposits; balancing deposits and reconciling accounts to bank statements; reviewing forms for completeness; compiling periodic reports; and other duties as assigned.

Status: Full-time, benefited

Working hours: 30 hours/week, schedule to be determined.

Qualifications: High School diploma or GED; experience with Medicaid and Medicare benefits; one year of accounting or bookkeeping experience; and strong attention to detail.

Hourly Salary: \$13.99-\$14.87/hour to start

Deadline for Application: Applications accepted until the posting is removed.

Apply online at www.showmeboone.com or call (573) 886-4395 with questions. Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

An Affirmative Action/Equal Opportunity Employer