



THE CITY OF FREMONT IS HIRING!

# ACCOUNTING SPECIALIST I (HUMAN SERVICES - BILLING UNIT)

## Recruitment Timeline

### First Review of Applications:

October 9, 2023

Interested applicants are encouraged to apply as soon as possible

### Interviews:

Tentatively week of October 23, 2023

## Compensation & Benefits

**Annual Salary Range:**  
\$63,731 - \$77,466

A summary of benefits can be viewed online: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group.

[Apply Here!](#)



The City of Fremont's Human Services Department has an exciting opportunity to join a dynamic team!

### The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources. The department's nationally and internationally recognized programs support residents throughout their life course, from infants to elders. The department offers a hybrid working environment which is friendly, supportive, collegial and, where staff of many disciplines come together to problem solve, compassionately assist those in need, learn together and share successes.

Human Services billing sections supports multiple programs that provide community services to residents. The billing staff work with a variety of HSD staff, including clinicians and administrators, as well as program vendors and state and county agencies.

### The Position

The City of Fremont, Human Services Department - Billing Unit is looking for candidates who are eager and interested to learn and grow their finance and billing skills and be part of a dynamic customer service oriented team. Under direct supervision of the Management Analyst II, the Human Services Billing Unit Accounting Specialist I will work as part of a billing team and also across the various department divisions. This position is responsible for assisting in the billing process of our Medi-Cal programs through the use of our new electronic health record system and other county, state and funder based billing systems. Our department provides an array of counseling and case management services to children, youth, seniors and families across the Tri-City area. The Billing Unit is tasked with ensuring that our services are billed to the appropriate sources. The Billing Unit is committed to providing an engaging and supportive work environment, where staff are cross trained, have opportunities to work independently, and learn specialized skills.

Advancement to level II requires gaining the knowledge, skills, and experience that meet the qualifications and demonstrating the ability to consistently perform the work of the level II classification.



Human Resources Department  
3300 Capitol Avenue, Bldg. B  
(510) 494-4660 | [humanresources@fremont.gov](mailto:humanresources@fremont.gov)  
[www.fremont.gov/humanresources](http://www.fremont.gov/humanresources)

## Examples of Job Duties

- Perform financial, accounting or statistical office support duties including producing invoices and billing of services, accounts payable, accounts receivable and purchasing functions.
- Reconcile service billing to actual service provision. Billing can be done electronically or manually.
- Provide a variety of financial, accounting and auditing office support duties in the preparation, maintenance and processing of accounting and financial records.
- Issue receipts and balance accounts on a regular basis.
- Record or post information, data or figures.
- Maintain a variety of manual and automated records.
- Receive reports and other requests for payment with purchase order or contract documents.
- Reconcile and prepare payment requests for service and non-purchase order expenditures.
- Receive and process bids, quotes, requisitions, purchase orders, agreements, contracts, and other documents.
- Research and assemble information from a variety of sources for the completion of forms or the preparation of reports, invoices and/or cost reports.
- Review and reconcile reports, computer output and related data.
- Provide information to the public or to City staff that may require the use of judgment and interpretations of City policies and ordinances, rules or procedures.
- Make mathematical calculations.
- Provide information to vendors regarding invoices and purchase orders.
- Operate standard and specialized office equipment including computer equipment.
- Enter and retrieve data from an on-line or personal computer system and uses such technology to produce reports, tables and graphs.
- Prepare client statistical reports from database used for Clinical and Family Support Service programs.
- Attend County Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) provider meetings and trainings.
- Perform a variety of general administrative office support duties such as typing, proofreading, filing, and answering the telephone.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Enter or transfer data to multiple data systems used by the County and State where deadlines may be prescribed.
- Prepare data reports which will assist department administrators to track contract compliance requirements.
- Other duties as assigned.

The complete class specifications can be viewed [here](#).



## Education and Experience

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: high school diploma or equivalent.

Possession of the following is highly desirable:

- At least 1 year of general clerical experience.
- College course work in accounting, business/public administration, or related subjects.
- Experience in health billing, including CPT coding, producing 837 forms, and reconciling 835 data.
- Excellent technical computer skills and competency with Microsoft Office Suite.

## Licenses/Certifications/Special Requirements

- Possession of a valid Class C California Driver's License is required by time of appointment.

## Ideal Candidate

The Human Services Department seeks a candidate who is well-versed in the pertinent rules, laws, and policies regarding municipal accounting methods as they relate to the revenue function, as well as experience in a health care environment with electronic health records and Medi-Cal billing for health services. In addition, the successful candidate must demonstrate the ability to clearly and concisely communicate verbally and in writing, while comfortably working in a diverse, fast-paced environment. The ideal candidate will be a team player able to work with multiple programs, clinical and administrative staff along with vendors and county and state payors.

## Application Process

Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

## Selection Process

The process may include oral panel and individual interviews, professional reference checks, fingerprint check for criminal history, and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. **Candidates who apply for this recruitment may be considered for the same classification in other City departments.**



Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing [humanresources@fremont.gov](mailto:humanresources@fremont.gov).

The City of Fremont is an Equal Opportunity Employer.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

## SUPPLEMENTAL QUESTIONNAIRE

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The completion of this supplemental questionnaire is required for your application to be considered for the Accounting Specialist I position, and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

### **When you apply online you will be required to respond to the following questions:**

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
  - Yes
  - No
2. What is your highest level of education?
  - Did not complete high school or equivalent
  - High school diploma or equivalent
  - Some college
  - Associate's degree
  - Bachelor's degree or higher
3. Do you possess a current and valid California Driver's License?
  - Yes
  - No
4. How many years of professional experience do you have providing accounting specialist services?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years or more
5. Describe your experience working with electronic health records or services billing.  
*Please limit your response to no more than 500 words.*
6. What billing software are you familiar with?  
*Please limit your response to no more than 500 words.*
7. Describe your experience with Medi-Care and Medi-Cal billing.  
*Please limit your response to no more than 500 words.*
8. What is your skill level in Microsoft Excel?
  - None
  - Beginner
  - Intermediate
  - Advanced
  - Expert

## Supplemental Questionnaire Continued

**9.** What is your skill level in Microsoft Word?

- None
- Beginner
- Intermediate
- Advanced
- Expert

**10.** What is your skill level in Microsoft Outlook?

- None
- Beginner
- Intermediate
- Advanced
- Expert

**11.** Describe your experience working in a collaborative team setting.

*Please limit your response to no more than 500 words.*