



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Billing Representative 3 (10050)

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 05/01/2026

APPLICATION DEADLINE: 06/01/2026

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: T.O. Vinson Health Center

DIVISION/DEPARTMENT: Community Health - MCH

SALARY INFORMATION: \$45,128.06 Annually / Pay Grade I / Job Code GST123

DUTIES: Under general supervision, performs comprehensive patient billing functions for all billable programs within the Maternal and Child Health Department. Responsibilities include generating and analyzing financial and billing reports, preparing detailed account status summaries, and responding to internal and external inquiries regarding billing. Identifies billing discrepancies, missed billable services, underpayments, and overdue or missing reimbursements. Reconciles patient account ledgers and maintains organized remittance logs and program specific financial records. Completes the full procurement process to ensure invoices are paid at the appropriate Medicaid rate and manages the classification of billable and non-billable services across client accounts. Additional duties may include verifying patient eligibility and insurance coverage, coordinating with staff to ensure accurate service documentation, assisting with audits, supporting fiscal closing activities, updating billing procedures, and contributing to process improvements. Accurately documents work activities, productivity data, and financial information. Participates in special projects and performs additional duties as assigned.

MINIMUM QUALIFICATIONS: High school diploma or GED and three (3) years of billing or bookkeeping experience; OR High school diploma or GED **and** five (5) years of experience in a lead worker, team leader, or supervisory role involving communication in a customer service setting; **OR** Two (2) years of experience at the lower-level Customer Service Representative 3 (GST122).

PREFERRED QUALIFICATIONS:

- Experience with medical billing for public health, maternal/child health, or community health programs
- Working knowledge of Medicare, Medicaid, and commercial insurance billing regulations

- Proficiency with electronic health record (EHR) and billing systems (e.g., Epic, Athena, NextGen, or similar)
- Strong understanding of CPT, HCPCS, and ICD-10 coding principles
- Familiarity with procurement processes, invoice reconciliation, and Medicaid rate structures
- Demonstrated ability to analyze financial data and reconcile complex accounts
- Excellent communication skills for interacting with patients, providers, and insurance representatives
- High attention to detail, accuracy, and organizational skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Prior experience resolving claim denials and performing root-cause analysis
- Strong technical skills in Microsoft Excel, Word, Outlook, and fiscal or billing databases.

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.