

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

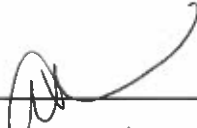
DATE: July 14, 2023
JOB TITLE: FINANCIAL SERVICE REPRESENTATIVE/COLLECTIONS
DEPARTMENT: ACCOUNTING
STATUS: FULL TIME
REPORTS TO: CHIEF FINANCIAL OFFICER

The position is responsible in providing skilled and experience in collections, can effectively and consistently generate revenue through the professional collection practice and proper and ethical collection efforts. Excellent phone skills, exceptional negotiation skills, organizational skills and attention to detail. You must maintain a high level of professionalism and adhere to all debt collection rules and regulations. High school diploma or GED, plus three years of related experience in medical records and office duties and or collections. Computer literate: must be familiar with all applications in the Microsoft Office Suites and familiar with an Accounting Software. Excellent oral and writing skills are required; English/Spanish proficiency preferred.

Applications may be obtained at:
3406 Bob Rogers Dr., Ste.230, Eagle Pass, TX.
Or visit our website at www.mchdep.org to download the application.
Deadline: Open until position is filled

Please contact Yvette Dominguez for more information at (830) 757-4990 Ext. 4960

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.

Approved:	
Date:	7/14/23