



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	March 20, 2026
CLOSING DATE OF ANNOUNCEMENT:	Until Filled
POSITION TITLE:	Lead Billing Specialist
SUPERVISES:	Yes
STARTING SALARY:	\$29.82 - \$35.47 Depending upon experience and education.
GRADE:	11
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Lead Billing Specialist is responsible for overseeing the daily operations of the Billing Department, ensuring efficient workflow, and maintaining high standards of customer service and patient care.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Responsible for coding payments to the correct department.
- Responsible for making sure that the medical/dental coding queue and billing queue are being worked on daily by staff.
- Calling insurance companies to resolve billing and processing problems of claims.
- Make sure that posting is done daily.
- Assists/supports staff as needed as a resource/lead person with office duties and functions each day.
- Send out claims for all departments if additional help is needed.

- Make sure the bills are sent out to patients each month.
- Provides billing information by professionally and courteously answering questions and stating procedural requirements.
- Work on insurance aging and denied claims.
- Maintains all correspondence related to billing and responds to inquiries.
- Train new employees in the EHR system.
- Report monthly billing.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to read and understand Explanation of Benefits (EOB) and manage claim rejections.
- B. Knowledge of medical billing and coding (CPT, ICD-10, HCPCS) and insurance processes.
- C. Ability to read, comprehend and interpret regulations, policies and procedures, laws and processes to other staff and patients.
- D. Knowledge of filing procedures and good customer services skills.
- E. Excellent oral and written communications skills.
- F. Knowledge of all confidentiality, privacy and security policies and procedures in accordance with Indian Health Services.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have four (4) years of experience working in a health care organization.
7. Must have computer experience, preferably with automated billing systems.
8. Must have at least six (6) months of working experience with RPMS Third-Party Billing.
9. Must have knowledge of the Dentrix record system.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid

annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person at the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.