REDMOND FIRE & RESCUE

341 NW Dogwood Ave, Redmond, OR 97756
www.rdmfire-or.gov

Redmond Fire & Rescue is seeking an Ambulance Billing Specialist to perform ambulance billing and revenue cycle functions. Candidate must be available to work Monday–Friday, 8 am to 5 pm.

Ambulance Billing Specialist (Confidential/Non-Represented)**:** Monthly salary $5,461 – $6,638, DOE; plus a full benefits package, 40-hour M-F work schedule.

Minimum qualifications include:
High school diploma or equivalent and three years of progressively responsible experience in medical billing, healthcare billing, accounts receivable, insurance claims processing, or a related field, including at least one year of experience performing comprehensive healthcare revenue cycle functions;

OR - associate degree in business, accounting, healthcare administration, medical billing and coding, or a related field and at least one year of experience performing comprehensive healthcare revenue cycle functions;

OR - Any equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to successfully perform the duties of the position.

For purposes of this requirement, comprehensive healthcare revenue cycle experience includes responsibility for multiple phases of the billing cycle, such as documentation review, coding, claim submission, payment posting, denial resolution, accounts receivable follow-up, and collections.

Preferred qualifications include:
Bachelor's degree in business administration, healthcare management, health information management, or a related field; current Certified Ambulance Coder (CAC) certification through the National Academy of Ambulance Compliance (NAAC); and two or more years of experience performing ambulance billing and revenue cycle functions, preferably within a municipal government, fire district, or other public-sector EMS agency.

Benefit Package Information:

- District pays 95% of Medical/Vision/Dental for employees and dependents
- HRA VEBA annual contributions ranging from $1,500 to $4,000
- 9.6 hours per month vacation leave accrual (increases according to length of service)
- 8 hours per month sick leave accrual
- 13 paid holidays per year
- District-paid Oregon PERS Retirement
- Longevity pay
- Long-Term Disability Plan
- Life Insurance Plan
- Flexible Spending Account available
- Deferred Compensation plan available

To apply, follow the steps below:

☐ Submit either an electronic or hard copy application packet with only the bulleted documents

provided.

- Cover Letter
- Redmond Fire & Rescue Job Application
- Resume
- Supplemental questionnaire
- Current Employee Preference Points Form, if applicable
- Veterans' Preference Points Form, with required additional documentation, if applicable

Next steps:

☐ Selected candidates will be invited to an interview and skills test.

☐ Successful candidates will be required to pass a background check.

All candidates will be notified by e-mail as to their status in the process. Required documents and more information on the position can be found at www.rdmfire-or.gov.

Veterans, as defined by Oregon Law, who have successfully completed all phases of the entire examination, shall be accorded (5) preference points or (10) preference points to a disabled veteran in accordance with ORS 408.230. If you qualify for veterans' preference points you must complete and submit the Veterans' Preference Points Form with your application.

Application packets, delivered, mailed, or submitted electronically with all required documentation, will be accepted until the position is filled. First review of applications will be on Monday, November 9, 2026.

Send electronic application packets to: applications@rdmfire-or.gov

All documents sent via email must be in PDF format. Word documents will not be accepted. Emailed application packets will receive a confirmation reply.

Hard copy application packets may be delivered or mailed to:
Redmond Fire & Rescue
Attn: Diane Cox
341 NW Dogwood Ave.
Redmond, OR 97756

Redmond Fire & Rescue is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law. The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.