



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Women's Health, Breast and Cervical Cancer Program (BCCP) of Mississippi is seeking candidates for the position of Accounting Technician I. The Accounting Technician I is a first-level Accounting vocational position for the Breast and Cervical Cancer Program. The functional duties of the billing specialist include but are not limited to the following: examines and verifies complex forms, report, or records for accuracy and completeness, pursues missing or incomplete documentation from providers promptly, keys patient encounter, assessment, diagnosis, claims, payment request, and other data into Catalyst database, complete deliverables assigned from program/grant work plan(s) and routinely reports on results and manage assignments assigned by supervisor and other duties as assigned regarding billing and reimbursement procedures.

**Supervision:** No direct reports.

**What You'll Need to be Successful:** The ideal candidate must have strong people skills and initiates return contact to all correspondence from internal and external stakeholders, including phone calls, emails, other correspondence to address needs within two business days. They should be able to work autonomously and with a team. The employee should have good time management and organizational skills. The employee should be culturally sensitive and exhibit problem solving and conflict resolution skills. Must take initiative to learn new skills, knowledge, and processes as changes arise routinely. They should be able to research issues and exercises sound reasoning and knowledge of laws, regulations, policies, and procedures when resolving issues and making decisions.

**Salary:** \$28,466.00

**Location:** This position will be housed at MS Department of Health's Central Office, 570 E. Woodrow Wilson, Jackson, MS, 39215.

**Qualifications:** Typically requires a High School Diploma or high school equivalency and 0-1 years of experience.

**How to Apply:** Interested applicants should submit a State of Mississippi Employment [application](#) to:

The Mississippi State Department of Health  
Office of Women's Health, Breast and Cervical Cancer Program  
Attn: Amy Gibbons  
Osborne 207  
570 East Woodrow Wilson Ave.  
Jackson, MS 39215

Email: [amy.gibbons@msdh.ms.gov](mailto:amy.gibbons@msdh.ms.gov)

[Download application](#)