



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

HEALTHCARE FINANCIAL SERVICES SPECIALIST (Provisional)

The Cattaraugus County Administrator's Office is seeking qualified applicants for the position of Healthcare Financial Services Specialist. The selected applicant will be appointed on a provisional basis until an appropriate examination is conducted. For permanent appointment, the selected applicant must place in the top three on the final eligible list.

	<u>No. of Positions</u>	<u>Grade</u>	<u>Salary</u>
Healthcare Financial Services Specialist	1	26	\$36.47-\$40.63

The work involves determining medical insurance/assistance eligibility, as it relates to services offered by Cattaraugus County, as well as the responsibility for maintaining, analyzing and interpreting accounting records for the purpose of providing advice and preparing financial reports and statements. The work involves personal interviews, telephone interviews, review and evaluation of applications, and is performed in accordance with Federal and State laws, regulations, policy, and local procedures. The incumbent may supervise the work of subordinate staff. The work is performed under the supervision of a senior level staff member. A Healthcare Financial Services Specialist does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and either:

- A. Possession of a Bachelor's Degree in Accounting, Business Administration, Public Administration, Healthcare Administration, Finance, Social Services, or a closely related field, including or supplemented by successful completion of nine (9) semester credit hours in accounting, finance or business administration;

OR

- B. Possession of an Associate Degree in Accounting, Business Administration, Public Administration, Healthcare Administration, Finance, Social Services, or a closely related field, including or supplemented by successful completion of nine (9) semester credit hours in accounting, finance or business administration AND two (2) years of experience involving medical insurance eligibility determination, medical billing, financial recordkeeping, or public assistance casework;

OR

- C. Four (4) years of experience involving medical insurance eligibility determination, medical billing, accounting, financial auditing, or public assistance casework;

OR

- D. An equivalent combination of experience as limited by A), B), and C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

This job posting is issued pursuant to Article 13 of the collective bargaining agreement.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on February 12, 2026 to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Issued: February 5, 2026