



Prince George County, Virginia Manager II, Fire/EMS Business

SALARY	\$54,637.00 - \$87,419.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	MIIFEB022026
DEPARTMENT	Fire Services, EMS and Emergency Management	OPENING DATE	02/05/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County Fire and EMS is currently seeking qualified applicants for the position of Manager II, Fire/EMS Business. This position will be responsible for performing advanced professional work overseeing the administrative, business and financial operations of the Fire and EMS Department, including planning, organizing, assigning, conducting, and evaluating the financial and business operations of the Department, coordinating activities among the Department's functional areas and assisting the Fire and EMS Chief in long-range administrative, business and financial planning of the Department.

For the full job description click [here](#).

Qualification Requirements

Thorough knowledge of accepted principles of budgeting, accounting, and financial analysis, collections and accounts receivable operations. Considerable knowledge of policies, procedures, regulations, laws and status relating to all aspects of medical accounts receivable program management. Includes HIPPA, Medicare and Medicaid laws and compliance. Ability to successfully apply program management principles and techniques. Ability to prioritize multiple tasks, prepare, monitor and adjust the budget; the ability to utilize spreadsheet and database systems sufficiently to perform the assigned duties; must be able to work independently to resolve problems and/or complaints in a consistent, fair manner. Must communicate effectively both in oral and written format.

Special Requirements

Any combination of education and experience equivalent to Bachelor's degree in accounting, public administration, business, healthcare, or a related field and considerable professional accounting experience.

Additional Information

Must obtain Certified Ambulance Code Certification (CAC) within one year of employment.

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Employer

Prince George County, Virginia

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

Manager II, Fire/EMS Business Supplemental Questionnaire

*QUESTION 1

Are you able to work a flexible schedule for the first few months of employment?

- ☐ Yes
☐ No

*QUESTION 2

Are you a Certified Ambulance Coder (CAC)?

- ☐ Yes
☐ No

*QUESTION 3

Do you have any medical billing experience?

- ☐ Yes
☐ No

QUESTION 4

If you answered "Yes" to question number three (3), how many years of experience do you possess?

* Required Question