



#### JOB DESCRIPTION

JOB TITLE:	Accountant	FLSA:	Non-Exempt
DEPARTMENT:	Fiscal & Administrative Services	EFFECTIVE DATE:	12/2016
DIVISION:	Financial/Information Services	LAST REVISED:	6/2020
GRADE:	20	JOB CODE:	AC

#### GENERAL PURPOSE

Performs a variety of **entry level professional accounting** duties as needed to expedite the day-to-day processing of accounts payable, third party claims, banking operations, accounts receivable, etc.

#### SUPERVISION RECEIVED

Works under the general supervision of the Financial Services Manager.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

**Accounts Receivable:** performs some manual adjustment of receivable accounts; reconciles all patient and third-party receivable accounts monthly; randomly audits patient accounts to check accuracy of charges, payments and adjustments; . Prepares trial balance support documentation for contract revenue accounts and contract AR accounts. Inputs all contract payments and EFT payments in client billing system.

**Monitors contract billings:** prepares billings and reports; maintains current copies of all contracts, billings and schedules for auditors; records receipt payments in billing files; codes payments to appropriate codes; performs other general ledger reconciliations. Researches missing or outstanding payments on billings. Prepares reports for management regarding billing issues and contract balances. Validates data from billing system for accuracy and relevancy prior to billing contracts. Prepares revenue confirmation letters for financial auditors.

Reconciles all payments in billing system with bank deposits and cash reconciliation spreadsheet monthly. Reviews daily bank deposit for appropriate non-tx and tx sorting; writes receipts for EFT payments; codes receipts; logs EFT and credit card receipts in cash reconciliation spreadsheet monthly.

Prepare and maintain spreadsheets, files, and trial balance for Housing Contingency Fund loans. Prepare and send statements for HCF loans to clients each month. Work with clients on payment schedules and needs.

**Fixed Assets:** Uses accounting software to maintain capital asset records; assists in performing annual fixed asset inventory. Prepares monthly depreciation report, maintains electronic records, prepares trial balance support documentation.

**Backup Assignments:** Assists in bank deposits in the absence of assigned personnel; reviews accounts payable batches. Assists in answering Billing Department questions from staff and clients.

**Special Programs:** Maintain petty cash box for Friends of Wasatch Behavioral Health foundation.

**General:** Manages petty cash account; performs random audits of petty cash, researches and reconciles discrepancies.

Prepares revenue summary and report of all third party payments for annual cost study.

Performs clerical and secretarial duties, attends meetings, takes minutes.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in accounting, finance or related field;

AND

B. Two (2) years of responsible work experience in practical bookkeeping or accounting;

OR

C. An equivalent combination of education and experience.

AND

E. Software Proficiency Standards scores as indicated on the following matrix:

	Word	Excel	Win7	WPM
Entry Level	70	62	75	45

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** bookkeeping and general accounting techniques most appropriate to computerized systems; personal/mainframe computer operations and applications including word processing and spread sheets similar to MS Word, Excel, client billing system, QuickBooks, GreatPlains, Access, etc.; specialized processes related to Medicaid, Medicare, insurance claims, banking activities; medical and mental health terminology; basic computer operation and data base management; .

**Some knowledge of** laws and regulations governing accounting responsibility and payroll processing; general office management; inter-personal communication skills.

**Skill in** the operation of personal computer and data entry equipment.

**Ability to** work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of PC equipment and applications; work under time pressures in meeting deadlines; communicate effectively verbally and in writing; develop and maintain effectively working relationship with department directors, supervisors and co-workers.

3. Special Qualifications:

None.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, talking, hearing and seeing essential to successful completion of typical duties. Common eye, hand, finger dexterity must exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)