



HOSPICE OF ST. FRANCIS JOB DESCRIPTION

JOB TITLE: Accounting Clerk
EFFECTIVE: 08/26/2019
APPROVED:

DEPARTMENT: Finance
REVIEWED/REVISED: 8/12/2019

JOB SUMMARY: Under the general direction of the Controller, the Accounting Clerk will provide support to major financial accounting areas, including accounts payable, accounts receivable, account reconciliation, and general ledger accounting in compliance with Hospice of St. Francis policies and procedures.

REPORTS TO: Controller

DIRECTLY SUPERVISES: None

EDUCATION AND/OR TRAINING REQUIRED: Associates degree in accounting, business administration or equivalent field required or 3-5 years of equivalent experience. Bachelor's degree preferred.

CERTIFICATIONS/LICENSES REQUIRED: none

EXPERIENCE/SPECIFIC SKILLS AND ABILITIES REQUIRED: Two years' experience in an accounting office environment. Must have excellent analytical skills. Ability to work independently with strong attention to detail and organizational skills. Knowledge of accounting rules, regulations, policies and procedures that is reflective of the finance industry. Excellent computer skills and Intermediate Excel skills. Proficient in automated accounting systems. Ability to analyze problems and make sound decisions in a timely manner.

PHYSICAL REQUIREMENTS:

Ability to lift, push, pull twenty five (25) pounds without difficulty; able to work extended hours as required under various work environments and work under varying levels of stress.

PRIMARY RESPONSIBILITIES:

Assist Billing with:

- Review of Crisis Care logs
- Submitting Medicare Notice of Elections on a timely basis.
- CTI
- Posting payments and adjustments into different systems.
- Following up on status of insurance claims or denials, processing credit balances for refunds.

Assist A/P with the following:

- Incoming Invoices by logging and sending them out for review. Entering approved invoices into the accounting system.
- Performing filing and general administrative duties
- Verifying crisis care logs by comparing them to staffing invoices
- Matching invoices and support to checks issued
- Other duties as assigned

Assist Accounting with:

- Reconciling cash
- Maintaining fixed asset sub ledger
- Analysis of budget activity and account balances

SECONDARY RESPONSIBILITIES:

- Primary back up for accounts payable
- Assists in completion of monthly reports, special financial projects and analysis.
- Assists in inputting journal entries in general ledger system
- Become secondary back-up for payroll

COMPLIANCE:

Exhibits knowledge of organizational policies, and state and federal laws and regulations consistent with duties and responsibilities. Demonstrates high ethical standards and compliance with organizational standards.

QUALITY:

Actively participates in the Quality Assessment Performance Improvement program by identifying opportunities for improvement and by participating in performance improvement activities. Demonstrates the ability to apply customer service techniques to facilitate improved outcomes with internal and external customers.

MACHINES, EQUIPMENT, TOOLS USED:

Computer hardware and software; telephone-land and cellular; copier; and general office equipment.

JOB HAZARDS/RISKS:

Risk level II—minimal risk to exposure of blood borne pathogens or other potentially infectious materials; variable exposure to office chemicals.

ORIENTATION:

Position requires general orientation; and approximately one (1) month to HOSF specific orientation and policies/procedures.

STANDARDS OF PERFORMANCE:

- 1) Month end billing closing accurately entered into financial system by 7th of the following month and measured by completion prior to the 8th of the month.
- 2) Accurately post payments and adjustments into different systems.
- 3) Consistently Submits Medicare Notice of Elections in a timely manner.
- 4) Verifies crisis care logs.
- 5) Accurately analyses budget activity and account balances

EVALUATION OF PERFORMANCE:

After ninety days and annually thereafter. Incentive compensation calculated and paid on a quarterly basis based on percentage increase over goals.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hospice of St. Francis provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hospice of St. Francis complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Hospice of St. Francis expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Hospice of St. Francis' employees to perform their job duties may result in discipline up to and including discharge.

I have read and understand the contents of this job description.

Signature _____ Date _____