



## JOB DESCRIPTION



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**JOB TITLE:** Accounting Clerk

**JOB CODE:** 1020

**DEPARTMENT:** Varies

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Department Manager/Supervisor

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### SUMMARY OF JOB PURPOSE

Performs clerical and accounting duties involved with maintaining specialized fiscal records; establishes, maintains and reviews accounting records, claims, accounts payable, and accounts receivable; may assist in the preparation, analysis, and review of budgets and other related financial transactions; may establish, maintain, and review ambulance trip reports.

### ESSENTIAL FUNCTIONS

1. Assists the general public, customers, outside agencies, insurance companies, and/or County employees, on the telephone or in person; answers questions, explains rules, policies, and procedures, and provides fiscal information as appropriate; attempts to resolve complaints in an efficient and timely manner, referring matters requiring policy interpretation to supervisor for resolution.
2. Maintains various financial and/or statistical records; may audit invoices for proper extensions, taxes, discounts, totals, and 1099 requirements; matches invoices to purchase orders to verify items are correctly invoiced and billing is in compliance with applicable rules and regulations; may expense various purchases to various budget accounts through Accounts Payable.
3. Receives and post payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and/or databases; requests refunds on accounts, if necessary, due to overpayments, duplicate payments, etc.; ensures compliance with HIPAA.
4. May maintain 1099 files on a weekly, monthly, quarterly, and yearly basis; prepares reports as required by IRS regulations; may prepare quarterly items such as state settlement, claims list, liquor and gaming licenses.
5. May perform monthly reconciliation of various statements that are used County-wide such as Visa, office product program, utilities, Trust & Agency expenses, and claims list; reconciles and makes adjustments to statements, as required.
6. May run reports to identify delinquent accounts, review notes for account status, and contact the financially responsible person directly to attempt collection of debt; conducts research and review of previous payment records and insurance carrier's EOB (Explanation of Benefits).
7. May decide which accounts go to collections and gather all necessary documentation; appeals all outstanding bills in dispute and contacts the financially responsible person and/or insurance company to identify and resolve billing or payment issues; prepares collection letters on unresponsive accounts and mails letters to responsible party, upon approval.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. May participate in and provide cross-training on a quarterly basis to include A/P policies and procedures, handling of cash receipts, building permits, keying journal entries, and purchase orders.

#### **ADDITIONAL ESSENTIAL FUNCTIONS (positions in East Fork Fire & Paramedic District Only)**

1. Responsible for the data entry of all ambulance trip reports; prepares invoices for submission to insurance providers, worker's compensation carriers, or person with financial responsibility; reviews and verifies invoices for accuracy including patient's personal and financial information, total transport miles, physicians UPIN #, ICD-9 codes, and total billing amount; ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA).
2. Maintains and updates patient information files for accurate and prompt billing; researches mail returns and locates current address; runs credit reports or contacts hospital and/or family members as necessary; scans all files into proper fiscal year and prepares the hard files for storage with records management.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and two (2) years experience in clerical, accounting, and/or bookkeeping work. Additional experience with medical billing and customer service is preferred for some positions.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively with customers, general public, and/or employees of the County.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; calculate figures and amounts such as discounts, interest, commissions, and proportions.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of the fundamental principles and techniques utilized in bookkeeping and accounting; applicable state and Federal statutes, rules, codes and regulations; principles of record keeping and records management; County policies and procedures; medical insurance billing procedures, medical terminology, and/or ICD-9 coding is beneficial for some positions.

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Ability to update accounting information records; perform accurate data entry and mathematical calculations; maintain confidentiality of sensitive information and data; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skills in maintaining accurate and interrelated accounting records, and identifying and reconciling errors; establishing and maintaining effective working relations with co-workers; multi-tasking a variety of projects and manage priorities and tasks to meet schedules and timelines.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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