



ACCOUNTING CLERK II POSITION DESCRIPTION

Date: 10/25/2022	Prepared By: Human Resources		
Position Title: Accounting Clerk II		Department: Accounting	
Exempt: <input type="checkbox"/> Non-Exempt: <input checked="" type="checkbox"/>		Hourly rate: \$28.89-37.53	
Reports to: Finance Manager			

Frequent Internal Contacts:	Field staff	Managers	Board of Directors
Frequent External Contacts:	Vendors	Patients	Government agencies

Number of Employees under Supervision and Titles: n/a

Job Summary: As a key member of the Finance Team, the Accounting Clerk II is responsible for a variety of accounting functions, primarily A/P, A/R, and Payroll. Maintain the accounting and billing databases. Run and analyze reports. Manage accounting programs as delegated and be able to ensure the accounting function runs smoothly in the absence of the Finance Manager. Able to work independently and have a mastery level understanding of relevant computer programs such as ADP and Blackbaud. Administer other accounting processes and provide support to the accounting leadership team as needed.

Values Based Expectations
 Expected to act in accordance with our Mission, Vision and Values at all times.

Mission:
 Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

Vision:
 ☐ To be a world leader in out-of-hospital healthcare.

Values:

- ☐ **Integrity**
 Be honest, committed, and consistent in your words and actions.
- ☐ **Excellence**
 Strive to continuously improve knowledge, practice and skills.
- ☐ **Community**
 Be helpful, compassionate, and respectful in all interactions.
- ☐ **Patient Advocacy**
 Act in the best interest of your patients.
- ☐ **Professionalism**
 Be loyal, ethical and team oriented.

Essential Duties and Responsibilities:

- Responsible for managing Accounts Payable for the agency, including: managing vendor accounts, verifying accuracy and completion, as well as generating payments, and working with vendors on unresolved issues.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

- Balance employee credit card statements.
- Process payroll bi-weekly.
- Responsible for the District's Accounts Receivable process, including: billing of patient accounts, external ad-hoc invoicing, posting of patient payments.
- Manage patient payment plans as necessary.
- Review patient care reports for completion and accuracy before submitting to external billing company.
- Generate reporting from external billing systems, interpreting information and providing summarization to senior leadership.
- Act as liaison between the District and external billing company.
- Manage patient financial assistance program.
- Assist with month end financial close.
- Perform month-end reconciliations of A/R and A/P accounts.
- Assist with year-end financial audit.
- Partner with leadership, providing recommendations on process improvement and efficiencies
- Analyze and research imbalances and correct them by initiating corrective actions.
- Assign costs to appropriate accounts.
- Ensure compliance with applicable laws for the payroll function
- Answers questions from employees in regards to payroll, reimbursements, credit card procedures, etc.
- Responds to requests for information by searching for and explaining applicable laws, regulations, policies, and procedures covering specialized fiscal processes or rules, including explaining fiscal services provided by the District, and explaining Federal and State regulations as they apply to specialized fiscal functions.
- Other duties as assigned.

Essential Responsibilities Related to Client Privacy

- Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.
- Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District's privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

Qualifications:

- At least 2 years of experience in accounting or bookkeeping, or commensurate experience.
- Proficient in various office support solutions: MS Office, Google Suite, Accounting Systems.
- Familiarity with GAAP and accounting processes.

Essential knowledge, skills and abilities needed for position:

Area	Comments	Required	Preferred
Education	High School Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	Bachelor's Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounting Coursework	Must have completed at least 2 college level courses in accounting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge	Clerical accounting principles, terminology and methods including general bookkeeping procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer Operations	Proficient computer skills; the ability to type, keyboard, navigate in various programs. Familiarity with MS Office and/or Google Suite as well as strong excel skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language and Communication Skills	Ability to communicate orally with a wide range of individuals, in various and potentially stressful situations. Ability to read and interpret documents such as processes, protocols and procedure manuals. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Ability to effectively interact and communicate with patients, co-workers and District staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning Skills	Ability to solve practical problems using reason and logic. Ability to research standard practices and provide recommendations. Must practice sound decision-making skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Knowledge of basic business math.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional Effort	Work environment can be hectic with exposure to highly emotional and stressful situations. Must be able to remain calm and professional in all interactions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Demands

PHYSICAL ACTIVITIES REQUIRED				
Activities	NONE	UP TO 1/3	1/3 to 2/3	2/3 OR MORE
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving, in all weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Typing, using a keyboard or tablet, writing with a pen and paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance (such as stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk and hear, in variable conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Reading papers or on a computer screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

Applicant's Name

Applicant's Signature

Date

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