

TANEY COUNTY HEALTH DEPARTMENT

POSITION DESCRIPTION

JOB TITLE: Accountant

DIVISION: Finance Division

IMMEDIATE SUPERVISOR: Finance Division Manager

STATUS: Non-Exempt

ESSENTIALS FUNCTIONS

- I. General Accounting Related Activities 25% of Time
 - A. Supports CFO in carrying out the responsibilities of the Finance / Accounting Department.
 - B. Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice
 - C. Manage petty cash account.
 - D. Assists in preparation of monthly management report and accompanying schedules, worksheets and narratives, including “Budget vs. Actual” variance reports. Assist in providing follow-up and documentation of significant variances.
 - E. Assists Preparing monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
 - F. Responsible for general ledger.
 - G. Prepare and analyze revenues and expenditures to ensure they are recorded appropriately on a monthly basis. Research and reconcile all discrepancies
 - H. Facilitate and complete monthly close procedures
 - I. Assist with Preparation of Bank account reconciliations
 - J. Assist Payroll clerk with payroll system and payroll related items.

- II. Account Receivable Related Activities 15% of Time
 - A. Prepares business and patient billing
 - B. Accurately records receivables and daily deposits
 - C. Manage merchant services credit card payments
 - D. Records monthly invoices for federal and state contracts and grants
 - E. Records Finance Charges on monthly statements Statements
 - F.

- III. Accounts Payable Related Activities 15% of Time
 - A. Maintain accounts payable processing system
 - B. Manages credit card purchases and receipts
 - C. Process Accounts Payable paperwork at completion of the check run
 - D. Prepares monthly invoices for federal and state contracts and grants
 - E. Prepare reports detailing monthly expenses by Division. Track and allocate costs associated with individual grants and contracts

- IV. Audit Related Activities 5% of Time
 - A. Maintains an understanding of the audit process assuring for thoroughness.
 - B. Gathers all relevant and needed data and has ready and accessible upon the auditors’ arrival.
 - C. Relates to the auditors, answers questions, provides clarification, documents, and answers as requested.
 - D. Assist with annual external audit and examinations. Assist in preparing assigned schedules for the annual and preliminary audit.
 - E. Assists in maintaining a Fixed Asset and associated depreciation schedules, insuring proper recording of new purchases and disposals.
 - F. Assist in documentation and monitoring of internal controls.
 - G. Following internal controls.

- V. Administrative Related Activities 5% of Time
- A. Prepare mailings and priority shipments for the Finance/Accounting Division.
 - B. Prepare labels and maintain files as needed within the department.
 - C. Prepare correspondence as needed within the department.
- VI. Medical Financial Related Activities 15% of Time
- A. Process medical claim through Electronic Health Record system (EHR)
 - B. Assist with vaccine inventory tracking and valuation
 - C. Reconcile patient accounts
 - D. Process monthly patient statements
- VII. Grant/Contract Related Activities 15% of Time
- A. Maintain all grant records according to grant stipulations
 - B. Work with grant coordinators
 - C. Reconcile revenues expenditures related to grant
 - D. Process invoices as stipulated by grant documents/contract
 - E. Assist in submitting(Financial) annual/ final reports
- VIII. Other Administrative Related Activities 5% of Time
- A. Assists ordering office supplies for divisions assuring that inventories are available for use.
 - B. Completes a check-in procedure as office supplies are received.
 - C. Processes daily mail from post office and delivers daily cash deposits.
 - D. Works with management to evaluate and implement performance improvement processes and procedures to increase efficiency through the division and department.
 - E. Identifies goals and objectives for performance management and CQI initiatives in areas of job responsibilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

BUSINESS EXPECTATIONS

- ◆ Applies rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

EDUCATION/SKILLS REQUIREMENTS

- ◆ Associates degree in accounting, or a Bachelors degree in business with emphasis in accounting, is required.
- ◆ Degree(s) must be from a credible college or university
- ◆ Course work in job costing is recommended.
- ◆ Must be highly skilled in dealing with financial and numeric data.
- ◆ Must be highly skilled in use of Excel Spreadsheets.
- ◆ Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.
- ◆ Must have very good verbal skills.
- ◆ Must have excellent work habits, including a willingness to work the hours necessary to get

the job done, especially when important deadlines cause greater than normal departmental pressures.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.
- ◆ Completed high school or equivalent.
- ◆ Computer skills with spreadsheets, word processing, and fund accounting software.
- ◆ Two or more years experience of double entry office setting and accounting.
- ◆ Valid driver's license.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATION

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions with or without reasonable accommodation under the Americans with Disabilities Act.