

MASON CITY CLINIC
Job Description

Job Title: Accounting Clerk

FLSA Status: Non-exempt

Job Code:

Employee Group: Non-management

Department: Accounting

General Summary:

Under general supervision and according to established policies and procedures, performs basic accounting and bookkeeping functions involving financial and statistical record-keeping. In doing so, enters data into spreadsheets; prepares and maintains a variety of statistical records and reports; reviews accounts for accuracy and bring any irregularities to manager's attention, queries data from practice management system for special reports, and assists with analysis of information including payment systems, insurance contracts, and so forth. Reconciles cash bags and bank account statements. Operates a variety of office machines including computers and calculator. Assists in month-end close activities and developing and maintaining monthly department budget reports. Performs various other department duties such as accounts payable, purchasing, and so forth, in response to vacation, illnesses, and work load demands.

Principal Duties and Responsibilities:

1. Maintains strict confidentiality of information.
2. Enters data into spreadsheets and other accounting system software to update files, reports, etc.
3. Assists in preparation of monthly financial and other accounting reports.
2. Assists in research, preparation, and analysis of special projects as directed. In doing so, queries needed information from database systems.
3. Updates fee schedule, runs analysis of repayments and insurance contracts, and monitors single fee case agreements.
4. Prepares and processes special checks for patient refunds.
5. Performs assigned account reconciliation functions per established routine at interval such as daily cash bags, monthly bank account statements, etc.
6. Performs various other department duties such as accounts payable, payroll, purchasing, etc., in response to vacation, illnesses, and work load demands.
7. Applies appropriate codes, account classifications, and so forth, in order to maintain an audit trail on all invoices processed.
8. Obtains, reviews, and consolidates purchase requests from departments, prepares and processes all necessary forms and documentation to order supplies, contacts appropriate vendor to obtain current pricing, and places order by whatever means necessary.
9. Maintains knowledge of current trends and developments in the field by reading appropriate articles, journals, publications and related material and by attending seminars, conferences or other educational activities.
10. Actively participates in the process improvement initiatives and seeks to identify and resolve issues through teamwork and collaboration.
11. Works cooperatively with members of the accounting and administrative team and other clinic departments.
12. Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

EDUCATION: Knowledge of basic mathematics and accounting principles, practices and procedures to maintain accurate financial and statistical records which is normally acquired through completion of an associate's degree in accounting or other closely related field. Current enrollment in an accounting or related field program will be taken into consideration.

EXPERIENCE: Approximately 1-2 years of prior accounting or related experience with a minimum of six-twelve months experience in health care setting preferred. It is anticipated that staff will become familiar with Clinic systems and proficient with department specific duties within approximately 3-6 months on the job.

SKILLS & ABILITIES:

1. Ability to understand and interpret policies and regulations.
2. Requires manual dexterity to proficiently operate 10-key calculator and computer keyboard.
3. Ability to interact and communicate effectively with various Clinic personnel and to work as a supportive member of the team.
4. Analytical skills necessary to prepare, review and assist in analysis of financial reports, budgets, special projects, and to review documents for accuracy and completeness.
5. Ability to concentrate and pay close attention to detail which accounts for approximately 90% of work time.

PHYSICAL/MENTAL DEMANDS:

Normal office environment.

Near continuous sitting and use of computer terminal.

Requires light physical effort such as stooping and bending, and periodic lifting of lightweight objects (up to 10 pounds).

See attached working conditions and physical demands worksheet.

Working Conditions:

Works in a normal office environment where there are few if any, physical discomforts due to dust, dirt, noise and the like.

Reporting Relationships:

Reports to CFO.

Approvals:

CFO

Date

Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Created 09/24/2018

Updated 12/14/2018

Date: 9/2017

Job Title: Accounting Clerk

Department: Accounting

1. Physical Activities

| Activity | Does Not Apply | Occasionally (8-10%) | Periodically (11-20%) | Frequently (21-50%) | Very frequently (51-80%) | Continuously (80% or more) |
|-----------|----------------|----------------------|-----------------------|---------------------|--------------------------|----------------------------|
| Balancing | | x | | | | |
| Bending | | | x | | | |
| Climbing | | | X (stairs) | | | |
| Crawling | x | | | | | |
| Crouching | | x | | | | |
| Kneeling | | x | | | | |
| Reading | | | | | | X |
| Sitting | | | | | | x |
| Squatting | | | x | | | |
| Standing | | | x | | | |
| Stooping | | | x | | | |
| Walking | | | | x | | |

2. Lifting and/or Pushing and Pulling

| Weight | Does Not Apply | Occasionally (8-10%) | Periodically (11-20%) | Frequently (21-50%) | Very frequently (51-80%) | Continuously (80% or more) |
|----------------|----------------|----------------------|-----------------------|---------------------|--------------------------|----------------------------|
| 0-10 pounds | | x | | | | |
| 10-20 pounds | | x | | | | |
| 20-30 pounds | | x | | | | |
| 30-60 pounds | | x | | | | |
| Over 60 pounds | x | | | | | |

3. Carrying and/or Pushing Pulling

| Weight | Does Not Apply | Occasionally (8-10%) | Periodically (11-20%) | Frequently (21-50%) | Very frequently (51-80%) | Continuously (80% or more) |
|----------------|-----------------------|-----------------------------|------------------------------|----------------------------|---------------------------------|-----------------------------------|
| 0-10 pounds | | x | | | | |
| 10-20 pounds | | x | | | | |
| 20-30 pounds | | x | | | | |
| 30-60 pounds | | x | | | | |
| Over 60 pounds | x | | | | | |

4. Visual Activity

| Level | Yes | No | Comment |
|---------------------------------|------------|-----------|----------------|
| Near Vision | x | | |
| Far Vision | | x | |
| Depth Perception | x | | |
| Fine Discriminate Detail | | x | |
| Color Vision | | x | |
| Field of Vision | x | | |

5. Auditory Activity

| Level | Yes | No | Comment |
|---------------------------|------------|-----------|----------------|
| Distinguish Sounds | x | | |
| Distinguish Pitch | | x | |
| Distinguish Tone | | x | |
| Hear Speech | x | | |

6. Sensory Activity (Touch & Smell)

| Level | Yes | No | Comment |
|----------------------------------|-----|----|---------|
| Distinguish Hot & Cold | | x | |
| Distinguish Range of Temperature | | x | |
| Distinguish Surfaces | | x | |
| Fine Motor Skills to Grasp | | x | |
| Manual Dexterity | x | | |
| Detect Odors | | x | |
| Distinguish Odors | | x | |

7. Verbal Activity

| Level | Yes | No | Comment |
|--------------|-----|----|---------|
| Make Sounds | | x | |
| Form Words | x | | |
| Speak Loudly | | x | |
| Speak Softly | | x | |

8. Mental Activity

| Activity | Does Not Apply | Occasionally (8-10%) | Periodically (11-20%) | Frequently (21-50%) | Very frequently (51-80%) | Continuously (80% or more) |
|---|----------------|----------------------|-----------------------|---------------------|--------------------------|----------------------------|
| Performing detailed tasks (bookkeeping, transcribing, etc.) | | | | | | x |
| Subjected to interruptions | | | | | | x |
| Subjected to changing work priorities | | | | | | x |

9. Hazardous Conditions

| Activity | Does Not Apply | Occasionally (8-10%) | Periodically (11-20%) | Frequently (21-50%) | Very frequently (51-80%) | Continuously (80% or more) |
|---|-----------------------|-----------------------------|------------------------------|----------------------------|---------------------------------|-----------------------------------|
| Exposure to marked changes in temperature & humidity | x | | | | | |
| Exposure to electrical shock | X | | | | | |
| Exposure to vapor, fumes & gases | X | | | | | |
| Exposure to radiation | X | | | | | |
| Exposure to infectious disease | X | | | | | |
| Driving automotive equip. | X | | | | | |
| Exposure to weather elements | X | | | | | |