

Accounting Technician III Position Description

Primary Purpose of Organizational Unit:

The Jones County Health Department staff serves more than 9,000 citizens with the primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of the disabled and to safeguarding the integrity of the environment. Employees provide a myriad of health and environmental services to the residents of Jones County.

Primary Purpose of Position:

This position is responsible for a variety of administrative and fiscal functions that relate to the management of the Jones County Health Department. The position will report to the Administrative Officer I. The Accounting Technician III position is responsible for a variety of specialized functions as they relate to the business office and will be involved in the day-to-day fiscal operations of the Health Department. The employee of this position will participate in the budget development, implementation and maintenance of the Health Department's annual budget and will function independently in the management of a variety of grants and other funding sources. In the absence of the Administrative Officer I, this position will supervise a unit of Processing Assistants that are accountable for the support of other Health Department services and programs to include Clinic Programs, Medical Records, WIC management support and Interpretation Services. Both administrative functions and fiscal matters require frequent contact with the Jones County Finance Office, the Health Director and other staff and supervisors in regard to department policies and procedures as they relate to fiscal, purchasing, accounts payable, accounts receivable, billing and reimbursement activities, time equivalencies, timesheets, travel and other records and reports. The position is primarily responsible for coordinating fiscal activity and reporting which is required on the local and state levels and becomes accountable for ensuring compliance on an ongoing basis.

Work Schedule

The work schedule is Monday through Friday, 8:00 am until 5:00 pm. There are occasions when the employee is expected to be involved in meetings or activities which would extend beyond the normal work schedule. The employee may also be required to participate in emergency shelter activity and other work related functions during public health emergencies and/or natural disasters.

Change in Responsibilities or Organizational Relationship:

Description has been reviewed and updated to reflect changes in programs and services for which this position is accountable.

DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Fiscal Management

Employee functions with independence in addressing fiscal functions and assignments with a number of Department staff and outside county and state contacts. Employee must become flexible and act quickly in meeting many local and state deadlines in addition to monitoring county-generated ledgers and Department financial records to ensure accuracy and compliance with the Fiscal Control Act. Employee ensures that accounting principles are maintained according to procedures, policies and standards both at the local and state levels.

Employee assists in the development of the annual operating and capital budget for the Jones County Health Department; evaluates budget and revenue alternatives and recommends courses of action to Administrative Officer and Health Director.

Accounts Payables and Receivables

Employee is responsible for monitoring all program expenditures and reimbursements. Employee in this position processes all monies, posts all receipts including collection of fees, insurance and Medicaid reimbursements and completes reports as requested, including Board of Health financial reports. This position assists the Health Director and Administrative Officer in compiling an annual Medicaid cost report. All accounts receivable are maintained in a current and accurate fashion. Employee must also participate in the maintenance of a system where bills are coded at least weekly and filed according to vendor and are coded according to Health Department account listings.

Employee is responsible for completion and submission of all third party billing including Medicaid. Employee is responsible for researching and utilizing systems for timely billing/submission of other third party claims. Employee is responsible for ensuring that any claim submitted to Medicaid or other third party is paid. Employee is responsible for the timely research and re-submission of any denied claims regardless of payer source.

Cash Boxes

Employee monitors two (2) cash boxes, each containing a minimum of \$50 and reconciled daily within department whereby services are rendered and patients/general public pay for services rendered. A receipt book is reviewed for verification of collection source, specific program for which funding was collected and the type of service rendered.

An auditing process is completed where receipts are balanced with cash in each cash box and compared to postings made in patient accounts within CureMD.

Purchasing

Employee is responsible for the coordination of purchasing activity within the department. Serves as a resource to staff in selecting vendors and/or supplies and equipment, prepares invoices, researches and gathers prices in the most cost effective methods and coordinates with County Finance Office. May also participate in fee research, cost studies and other related billing activities.

Monthly Reports

Employee is responsible for the monthly financial grant reports where all expenditures are reported to respective grantors. In addition, employee will complete a Preparedness Monthly financial report (EMR) which documents specific expenditures, salaries and fringe information.

Time equivalencies report documents activities spent in daily programs. Information is utilized in the compilation of the expenditure report.

Employee is responsible for providing MUNIS reports to the Health Director and completing necessary financial workup for the Administrative Officer to complete monthly Aid-to-County report for submission to the state.

Other Duties

Employee will perform other duties as assigned by the immediate supervisor, including administrative support to the Health Director regarding Rabies Control, maintaining Safety Data Sheets, and point of contact for IT issues with JNB Tek.

OTHER POSITION CHARACTERISTICS:

Accuracy Required in Work:

A high degree of accuracy is required in order to perform the various duties of this position. Accurate fiscal records and practices are essential for the financial viability of the Department. The ability to understand fiscal policies, processes and procedures is required to ensure compliance with local and state rules. Independent decision-making in this position requires 100% accuracy.

Consequence of Error:

Consequence of error can be significant in all areas of assignments. Improper accounting procedures can result in loss of potential revenue to the Department or require reimbursement for past revenues. Errors in work and judgment can cause serious funding, budgetary issues within the Department and county and could result in serious penalties.

Instructions Provided to Employee:

Position will report to the Administrative Officer I; supervision will be provided both in written form and verbally. Work is often reviewed after completion.

Guides, Regulations, Policies and References Used by Employee:

High degree of knowledge of the business, clinical and programmatic practices within the Department is required. Knowledge of the guides, regulations, policies and references used throughout the Department will be required, including Jones County Policies and Procedures; Medicare and Medicaid Manuals and bulletins; software manual for all Department billing, account and other fiscal reports

Supervision Received by Employee:

Work is reviewed for adherence to established fiscal standards. Daily work is self-planned and performed with considerable independence. Short range plans and changes can usually be implemented; other longer range planning may be completed and in conjunction with the Administrative Officer I or Health Director.

Variety and Purpose of Personal Contacts:

Frequent contact throughout the Department will be required. Additional contact is ongoing with business associates, state/county contacts and local agency staff.

Physical Effort:

A limited level of physical effort is required. Lifting heavy records may be necessary to perform assigned functions. Stressful conditions often occur when experiencing busy clinic services.

Work Environment and Conditions:

Work will be performed in an office environment with limited travel. No unpleasant or hazardous environmental conditions exist. Deadlines and priorities can create a need for work beyond normal work hours. Work requires some exposure to clients who may be difficult to work with. Limited contact with patients who may have contagious illnesses.

Machines, Tools, Instruments, Equipment, and Materials Used:

Personal computer and printer, calculator, fax machine, copier, telephone, manuals, printouts and other written materials.

Visual Attention, Mental Concentration, and Manipulative Skills:

Attention to detail is critical in this position due to the necessity of performing tasks with a high degree of accuracy and the adverse consequences to the agency if errors occur. A high degree of mental concentration is required to read and understand fiscal rules and regulations.

Safety for Others:

This position is heavily involved in the safety of the health information of clients and all financial records.

Dynamics of Work:

Employee will be expected to work under pressure, have good communication skills, meet deadlines and perform work with accuracy. Policies and priorities are adjusted to meet the ever-changing health environment.

KNOWLEDGES, SKILLS, & ABILITIES:

An extensive knowledge of the financial operation within a health department setting, good record keeping, compliance with rules and auditing processes. Considerable knowledge of administrative procedures and rules and regulations which pertain to the smooth operation of a Health Department. Employee must have a thorough knowledge of office procedures, practices, equipment and business administration. Good knowledge of accounting principles and procedures, computers and software, ability to prepare reports according to state and county guidelines.

Minimum Training and Experience:

Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and four years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Graduation from a four year college or university with a major in business administration may be substituted for the required experience; or a two year degree in business administration or accounting from a community college or business college may be substituted for three of the four years experience; or completion of a one year course including or supplemented by courses in bookkeeping or accounting may be substituted for two years of the required experience.)