

JOB DESCRIPTION

POSITION: ACCOUNT CLERK-PUBLIC HEALTH

DEPARTMENT: PUBLIC HEALTH

SALARY: Range 3 (\$12.82 - \$18.78)

POSITION PURPOSE: PROVIDE BOOKKEEPING, CLERICAL, AND SECRETARIAL SUPPORT TO AGENCY.

POSITION IN ORGANIZATION: REPORTS TO AGENCY DIRECTOR.

MAJOR DUTIES:

1. Process orders for supplies and equipment. Researches products and vendors as appropriate.
2. Receive ordered supplies and materials, file received orders in files, and distribute materials.
3. Maintain inventory and organization of office and medical supplies.
4. Complete invoices for payables.
5. Prepare monthly mileage/expense vouchers.
6. Process revenues received and distributed.
  - a. Complete ledger of revenues received by revenue account.
  - b. Complete department revenue report form for current deposit to Treasurer and cumulative revenue report for revenue sources in each program.
  - c. Record payments to Accounts Receivable clients in computer.
  - d. Monitors general ledger, reviews income statements and line items for budget tracking purposes and routinely informs director of its status and any inconsistencies from approved budget.
7. Maintain petty cash account.
  - a. Collect, receipt and disburse cash.
  - b. Record disbursements on ledger.
  - c. Complete invoice for reimbursement and submit to Finance.
  - d. Maintain small bills and change in money boxes.
8. Prepare and maintain receivable accounts.
  - a. Process and maintain monthly billing for health department services, contracts, and various inter-departments. Investigates and researches other billing and revenue generating opportunities for the department.
  - b. Complete monthly grant tracking reports, utilizing daysheets, CHAMP reports, mileage reimbursement forms, invoices, and program purchase orders.
9. Monitor past due accounts, call to collect, send letters, or resubmit as necessary.
10. Prepare and send correspondence related to accounts.
11. Prepare and distribute various cost, financial and statistical reports including those related to department budget and status.
12. Assists Director as requested in annual budget preparation.
13. Act as back-up receptionist.
14. Orientate Professional staff to day sheet codes relating to their specific programs.
15. Review and submit employee time cards ensuring each employee has submitted a card and daily worksheets.

16. Administer software and internet based programs in coordination with IS Department. Act as liaison to IS Department for other computer, software and communication issues.
17. Data entry of daysheets and various monthly reports.
18. Schedules and arranges maintenance for county cars.
19. Performs other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Ensures that patient and office confidentiality are maintained at all times.
2. Ensures that records and accounts are accurate and complete.
3. Ensures that monthly billings are timely and accurate.
4. Ensures that revenues are receipted and distributed correctly and accurately.

GENERAL QUALIFICATIONS:

1. High school or its equivalency required.
2. Post high school education including accounting and electronic data processing preferred.
3. Minimum of one year related experience or education.
4. Thorough knowledge of accounting practices and procedures.
5. Thorough knowledge of office terminology, practices, procedures, and equipment.
6. Mathematical aptitude and knowledge regarding collection of statistics.
7. Knowledge of word processing and computer software.
8. Knowledge of medical terminology.
9. Possess good organizational skills.
10. Ability to operate accurately and at a proficient rate of speed a typewriter, ten-key calculator, and various other office equipment.
11. Proficiency with computers and with financial, accounting, word processing, spreadsheet, e-mail, internet and other business software.
12. Ability to handle money and work accurately with figures.
13. Ability to file information properly and consistently.
14. Ability to receive initial referral information and document efficiently.
15. Ability to communicate effectively orally and in writing.
16. Ability to deal effectively and cordially with the general public.
17. Ability to function in situations encountered in an office setting with frequent interruptions.
18. Ability to establish and maintain effective working relationships with fellow employees.
19. Ability to work under limited supervision.

PHYSICAL QUALIFICATIONS:

1. Ability to perform most work from a sedentary position.
2. Ability to perform work from a standing or walking position for periods of one hour or less.