



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Accounting Associate

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$22.73 - \$25.30/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8:00 am – 4:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Accounting Associate

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Prepares annual cost reports, verifying costs and revenues are in appropriate accounts. Processes payroll for hourly employees. Processes nursing-home billing and other receivables and invoices. Performs customization and security for internal software. Answers residents' and families' financial and insurance questions.

### **ESSENTIAL FUNCTIONS:**

1. Prepares employees' work records for payroll processing. Enters call slips, inputs schedules for non-nursing employees, audits payroll data, updates employees' status, completes personnel action forms, monitors accrual balances, and answers related questions from employees.
2. Calculates charges, submits invoices, receives payments, and monitors activities for discrepancies related to services provided to residents. Monitors liability amounts. Assists residents and families with Medicare Part D enrollment.

3. Prepares and submits payroll-based journal to Centers for Medicare and Medicaid Services (“CMS”). Compiles data through timekeeping software and gathers data manually when necessary. Confirms submission is accepted and prepares data comparison reports.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Acts as backup for Medicare appeals, alternative dispute resolutions, and quarterly credit balance reports.
2. Prepares financial and statistical reports for Medicare and Medicaid cost reports. Prepares related journal entries and vouchers.
3. Maintains employees’ security and rights in nursing home software. Customizes nursing home software for non-nursing departments.
4. Processes Accounts Payable for contracted entities, utility costs and employee reimbursements. Maintains and monitors work fund and petty cash accounts. Balances resident fund account.
5. Monitors Accounts Receivable for all pay sources and serves as backup for Medical Assistance, Family Care, hospice, Medicare, and insurance billing.
6. Calculates and creates self pay bills and medical assistance respiratory bills.
7. Assists with counter transactions when needed.
8. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Financial Services Manager.
2. Works with all disciplines within the facility, local hospitals, insurance companies, and residents’ families.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Associate’s degree or higher from an accredited institution of higher learning, preferably in accounting or a related field.
2. A minimum of two years’ work experience in medical billing.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of computerized medical records and nursing home software.
2. Ability to prioritize duties and to organize work efficiently.
3. Ability to establish and maintain positive working relationships with employees, departments and the public.
4. Ability to work under minimal supervision and demonstrate independent judgment and critical thinking skills.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including Microsoft Office applications and ability to learn and use nursing home and County software.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.