



ETSUHealth

JOB DESCRIPTION

JOB TITLE: Accounting Clerk

PAY GRADE: 7

EXEMPTION STATUS: Exempt Non-Exempt

REVISED DATE: August 2020

SUMMARY: Under the direction of the Director of Accounting, the Accounting Clerk in this position is responsible for assisting in general accounting functions with an emphasis on reconciliation of accounts receivable receipts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Review, analyze and disseminate weekly receipt reports.
2. Compile and reconcile daily report of deposits received via EFT, Lockbox and in house.
3. Compile detail of departmental daily cash reports for GL entry.
4. Perform submission of standard journal entries based on analysis of reconciliations.
5. Submission of month end cash receipt report and reconciling items for GL entry.
6. Process refund checks.
7. Assist with processing of Accounts Payable checks.
8. Assist with processing daily cash deposits and reports.
9. Assist in processing check requests and invoices, including coding, matching invoices to purchase orders and receiving reports.
10. Assist in updating and maintaining vendor files.
11. Assist in answering payment inquiries and process associated correspondence.
12. Assist with special projects as necessary.
13. Assist in audit preparation, as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Previous accounting experience required and must have prior experience with account reconciliation. Accounts receivable and payable experience preferred. Must be a self-starter and critical thinker. Must present the ability to research and resolve account discrepancies effectively while communicating findings in a professional manner for resolution.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend instructions (whether written or verbal), correspondence, documentation, professional journals, technical procedures, and government regulations. Ability to compose correspondence, documentation, reports, and procedures. Ability to effectively present information and respond to questions in one-on-one and small group situations to vendors, physicians, and other employees of the organization, whether in person or on the telephone. Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to the most sensitive inquiries, complaints, and situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and solve practical problems with an extensive variety of information that deals with several abstract and concrete variables. Ability to apply common sense, good judgment, and problem solving skills in situations.

OTHER SKILLS AND ABILITIES: Knowledge of principles and methods of bookkeeping. Knowledge of the application of bookkeeping principles to actual transactions. Ability to make calculations rapidly and accurately. Ability to establish and maintain an effective working relationship with faculty members, staff, vendors, and other third parties. Ability to operate computers, keyboards, and printers. Ability to concentrate under high demands and listen effectively. Ability to organize tasks, work as a team member and/or independently. Convey a professional and positive image and attitude. Must possess good judgment and problem-solving skills. Ability to organize accounting/bookkeeping skills with a variety of disciplines.

WORK ENVIRONMENT: The work environment characteristics are representative of those and employee encounters while performing the essential functions of this job within an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands and finger to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee is occasionally required to bend, stoop, kneel, crouch and/or crawl. The employee is occasionally required to climb or balance

The employee must occasionally lift, carry, and/or move more than 50 pounds. Rapid mobility may also be required on occasions.

Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Demands high levels of concentration and the ability to work well with deadlines, physicians, and associates.

DISCLAIMER: The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.

I have received information regarding ETSU Health Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Health, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Health may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date