

JOB DESCRIPTION – Accounting Coordinator

QUALIFICATIONS

1. Associate degree in accounting/bookkeeping field.
2. A minimum of two years experience in an accounting/bookkeeping roll in a health care setting with Medicare/Medicaid billing.
3. Experience and/or training in various aspects of general office practices as well as excellent organizational and clerical skills.
4. Able to receive direction and independently follow tasks through with minimum supervision.
5. Reasonable accuracy and speed operating office equipment necessary in performance of job description duties, organizational responsibilities and skills as well as in performance of filing functions.
6. Possess a high level of computer skills to include preparation of documents, data entry, and review and interpretation of reports from computer database or e-mail. Familiarity with QuickBooks, Excel and Word. Efficiency in the use of e-mail for inter-office and external communication.
7. Demonstrated ability in private, State and Federal medical billing systems, ICD-9 coding or other similar billing system and payroll.
8. Must be bondable.
9. Must demonstrate excellent critical thinking skills.
10. Strong interpersonal and communication skills.
11. Detail oriented, able to multitask and remain flexible with assignments.
12. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic and upholds attendance standards.
13. Able to hold all personnel matters in confidence including all aspects of SCH business.
14. Able to work as a high level team member and serve as a positive representative of SCH at all times.
15. Able to act in a kind, decent and respectful manner at all times.
16. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.

PHYSICAL REQUIREMENTS

1. Ability to work in an office setting and lift a maximum of 25 lbs., using a two-person assist for any awkward size or over 25 lbs objects.
2. Ability to communicate telephonically with staff and members of the community.
3. Manual dexterity capable of operating office equipment.
4. Ability to execute frequent reaching, bending, handling, lifting and filing of records.
5. Ability to sit the majority of the work day except for breaks and lunch.

WORK ENVIRONMENT/HOURS

- Typical physical office setting
- Extended workdays are an occasional occurrence as needed to support the organization's needs.
- This is a full time 35+ hours per week.

SKILLS REQUIRED

1. Keyboarding
2. Word processing
3. Data entry
4. Ten-key adding machine
5. Excellent verbal, written and listening communication skills

SOUTH COAST HOSPICE & PALLIATIVE CARE SERVICE

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Skills Required (continued)

6. Operation of copy machine
7. Operation of FAX machine
8. High level computer skills i.e. in QuickBooks, Excel, varied computer systems
9. Filing

PURPOSE

Provide accounting/bookkeeping support for the Operations Manager in all aspects of his/her duties including providing back up when Operations Manager is out of the office.

SUPERVISION RECEIVED

The Accounting Coordinator works under the direct supervision of the Operations Manager. In the absence of the Operations Manager, he/she reports to the Executive Director or other manager as assigned.

SUPERVISION EXERCISED

Supervises the Finance Support Staff at the direction of the Operations Manager and/or the Executive Director.

DUTIES & RESPONSIBILITIES

1. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift.
2. Assist with general office and administrative duties as requested by Operations Manager, filling in at the reception desk as needed.
3. Assists Operations Manager in handling accounts payable.
4. Responsible for employee time sheet computations, time card tracking, payroll preparation, monthly and quarterly payroll tax schedules, and report preparations as assigned by the Operations Manager.
5. Ensures SCH agency wide purchase orders are properly filled out and processed.
6. Reconciles accounts payables to ensure accurate payment.
7. Provides finance information to outside vendors.
8. Maintains records of past financial transactions.
9. Verifies patient eligibility for private insurance, Medicare and Medicaid patients.
10. Open insurance file once patient is admitted.
11. Informs appropriate insurance carrier and Doctors of Oregon Coast of patient deaths.

Payroll

1. Maintains all time and rate files according to State and Federal regulations.
2. Maintains strict security of all time and rate files.
3. Maintains a system for the required rate updates to assist the Operations Manager in having current, accurate files.

General Office/Accounting

1. Oversee and assist with preparation of payments and record accounts payable as assigned by the

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- Operations Manager.
- 2. Oversee and assist with processing of Purchase Orders in accounting system.
- 3. Review all checks and bills in accounting software for accuracy of Quickbooks class and account.
- 4. Oversee and assist with preparing accounting records for audit purposes and medical claim surveys as assigned by the Operations Manager. Ensures accuracy and proper signatures as required for audit, adhering to Generally Accepted Accounting Principles (GAAP).
- 5. Oversee and assist with preparation and maintenance of Thrift Store/Distribution Center receivable summaries, balanced with financial software.
- 6. Process and route all incoming inner office mail, including e-mail.
- 7. Assist in preparing worksheets for the South Coast Hospice Cost Report
- 8. Reconcile all bank accounts and review with Operations Manager monthly.
- 9. Assist in preparing monthly Board Financial reports for both SCH/PCS and PCS board meetings.
- 10. Assist in preparing information for Financial Manager and Executive Director to prepare annual budgets and any other budgetary or grant items.
- 11. Cross-train with Finance Support position to be able to perform his/her duties during absences.

General Duties

- 1. Assist in other work responsibilities accurately and promptly as requested or assigned by the Operations Manager or Executive Director.
- 2. Individually responsible to conduct him/herself in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues.
- 3. Participate in staff training and educational programs as appropriate.
- 4. Adhere to all SCH Personnel Policies including, but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency’s Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrates a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients’ rights and individualized care.

This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee's Signature

Date

Manger’s Signature

Date

Executive Director's Signature

Date