



WORKING TITLE: ACCOUNTING TECHNICIAN	CLASSIFICATION: ACCOUNTING TECHNICIAN
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: ADMINISTRATIVE SERVICES
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JULY 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs accounting work of a complex nature. This is an advanced level classification in the accounting series. Employees at this level must be trained in all procedures in the HHS Administrative Services Division and fully understand the accounting/billing process for the entire department. Employees may also perform special projects as assigned by upper management. This position must be able to exercise independent judgment.

SUPERVISION RECEIVED:

Receives minimal direct supervision. Works under general supervision of HHS Administrative Services Director via the Utilization Management Supervisor who will review work for conformance to established policies and procedures.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class. However, incumbents may provide technical assistance to or assist in the training of new employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Analyzes and interprets all aspects of the County's accounting and budget procedures, including revenue, expenses, payroll, projects, and reporting requirements of respective divisions.
- Designs complicated spreadsheets; ability to independently learn new computer applications.
- Demonstrates thorough knowledge of Yamhill County accounts payable/receivable processes.
- Designs and maintains complex computerized database (examples include vendors, insurance, payroll, or table-driven systems).
- Understands and develops procedures to analyze special projects as requested in the HHS Administrative Services Division.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Practices, terminology and principles of bookkeeping.
- Spreadsheet programs and in-depth knowledge of fiscal system.
- Software applications in accounting or bookkeeping.
- Accounting practices
Clerical and office procedures
- Health information technologies and applications.
- CPT and ICD-10 codes, HCFA 1500, HIPAA, billing and insurance regulations, medical terminology, insurance benefits and appeal processes.
- Medical billing, collections and payment posting, revenue cycle, third party payers, Medicare/Medicaid.
- Oregon Administrative Rules related to insurance billing.

SKILL IN:

- Interpreting, analyzing, and reconciling data within the accounting system.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with other employees, supervisors, and members of the public.
- Properly escalate issues needing supervisor attention.
- Prevent routine day-to-day issues from needing manager attention.
- Maintain and update billing tables in the electronic health record (EHR) to ensure accurate billing and coordinate with HHS EHR systems administrator when necessary.
- Work harmoniously with peers and professionals in various disciplines, and function in a team environment.
- Understand and apply Oregon Administrative Rules related to insurance billing.
- Learn new computer applications independently, as needed.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A high school diploma or GED is required. Must have two years' experience equivalent to an accounting clerk II AND two years as a senior accounting clerk. Coursework in bookkeeping and accounting may be substituted for experience. Specialized training, college or business school training is preferable. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may be substituted for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.