



<b>WORKING TITLE:</b> SENIOR ACCOUNTING CLERK	<b>CLASSIFICATION:</b> SENIOR ACCOUNTING CLERK
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> ADMINISTRATIVE SERVICES
<b>PAY RANGE:</b> OPEU 12	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2016

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs accounting work of a moderate to complex nature in maintaining cost records, account controls, and other fiscal records. This is an advanced journey level classification in the accounting series. Employees perform the more difficult, specialized, and responsible types of duties assigned. Employees at this level must be fully trained in all procedures related to the assigned area of responsibility. May exercise independent decision-making processes.

***SUPERVISION RECEIVED:***

Works under general supervision of HHS Administrative Services Manager via the Insurance/Billing Supervisor who will review work for conformance to established policies and procedures.

***SUPERVISION EXERCISED:***

May direct and review work of lower classifications and assist in training or orientation of new staff.

**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:**

- Understands the Yamhill County budget thoroughly, including revenue, expenses, projects, and reporting requirements of respective departments.
- Demonstrates ability to design complicated spreadsheets; is able 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).
- Sets up insurance profiles for clients to ensure proper billing. Directly handles the more complicated profiles, delegates the more routine ones.
- Reviews EOB's from insurances and handles the more complicated ones. Delegates routine posting to other positions as their time allows.
- Reconciles HHS fiscal documents and reports to ensure they match with County Finance

data. Notifies supervisor if there are discrepancies.

- Reconciles, analyzes and prepares reports of a complex nature, i.e., payroll, budgets, general ledger, or writing SQL reports.
- Generates or coordinates client self-statements. Reviews before mailing. Notifies manager and/or supervisor of problem accounts.
- Posts service visit information to computer for complicated billing efforts, as needed/required.
- Trains and monitors staff in lower classifications to perform these duties.
- Reviews individual accounts with clients if requested or assigns to other HHS accounting staff when appropriate.
- Calls insurance companies or other business associates when necessary to resolve billing problems. When charges are not paid in accordance with contracts or expected amounts, notifies supervisor to identify proper course of action.
- Verifies insurance eligibility, calls insurance companies, etc. and assists in setting fees with line staff.
- Runs billing processes, edits, and sends electronic claims files. Maintains related documents used by HHS staff to monitor billing and revenue.
- Sends billing information to entities as needed.
- Acts as interface between HHS and other agencies on business related billing and enrollment issues.
- Generates paper claims, prints, and mails with assistance of others.
- Maintains AR files for contracts and completes reports with the assistance of other accounting staff when necessary. Updates related HHS accounting tracking files for contracts and other files such as the business services calendar.
- Participates in HHS Administrative Services staff meetings.
- Acts as primary liaison between Yamhill County and vendors, computer support contacts, county departments, and outside entities with regard to proper procedures or problem resolution of accounting issues.
- Trains and assists other departments in inter-related procedures and processes.
- Performs other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Practices, terminology, and principles of bookkeeping
- Accounting practices, municipal fund budgeting, medical billing, or other clerical and office procedures.
- Spreadsheet programs and in-depth knowledge of fiscal system.
- Software applications in accounting or bookkeeping.

#### **SKILL IN:**

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

**ABILITY TO:**

- Maintain cooperative and effective working relationships with other employees, supervisors, and the public.
- Properly escalate issues needing supervisor attention and preventing routine day to day issues from needing manager attention
- Maintain and update billing tables to ensure accurate billing. Coordinates with HHS billing systems administrator when necessary.
- Organize and review the work of lower level staff as assigned
- Work harmoniously with peers and professionals in various disciplines, and function in a team environment
- Maintain confidentiality.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Must have four years' experience equivalent to an Accounting Clerk II. Course work in bookkeeping and accounting may be substituted for experience. Specialized training, college or business school training is preferable. High school diploma/GED required. 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.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*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.*