Job Description

**DEPARTMENT: Administration JOB TITLE: Administrative Staff Account**

**DIVISION: Administration** **PRIMARY SITE/SITE CODE: District Office**

**DATE: 08/30/2018 REVISED: 09/01/2018**

**REVISED BY: Cheryle Pickle**

**REPORTS TO: Financial Accounting Manager**

**SUPERVISES: \_\_\_\_\_0\_\_\_\_\_\_Directly \_\_\_\_\_\_\_0\_\_\_\_\_\_Indirectly**

**----------------------------------------------------------------------------------------------------------------------------**

**SUMMARY:** Provides administrative assistance to the District Office. Is responsible for routine accounting tasks such as bill entry and compiling deposits. Answers and routes phone calls appropriately. Greets visitors and assist/directs them. Courier of interdepartmental items, post office pick up, and makes bank deposits.

**QUALIFICATION REQUIREMENTS:** 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

● Provide efficient and professional telephone services, transfer calls and messages according to established protocols.

● Greet visitors and vendors; direct all individuals to the appropriate location and services; be courteous, polite and helpful to clients and public at all times.

● Responsible for inventory, ordering and restocking all office supplies for the District Office.

● Enter all Accounts Payable into QuickBooks. Secure approval for all invoices. Print and mail checks, with the oversight of the Financial Accounting Manager.

● Maintain accounts payable files.

● Process all deposits, entering the amounts into QuickBooks. Communicate deposit information to appropriate billing company.

● Communicate with Collection Companies and maintain collection records.

● Assist Finance and Accounting Manager with special projects as requested.

● Process Medical Records Request and maintain log.

● Deliver, Pickup and Distribute mail.

● Sort, endorse and process daily deposits, for Health Center, Ambulance, and District Office.

● Courier Interdepartmental Items to Health Center and District Office.

● Maintain cleanliness and organization of reception area.

● Facilitate all items to and from Storage including request for medical records.

● Facilitate required repairs with appropriate Vendors.

● Actively participate in meetings as requested.

● Maintain confidentiality of information pertaining to clients, physicians, employees, and Del Puerto Health Care District businesses.

● Maintain a working knowledge of applicable Federal, State and local laws and regulations, the Compliance Program, Code of Ethics, HIPAA, as well as other policies and procedures.

● Perform other duties and responsibilities as assigned or requested by Administration.

#### EDUCATION and/or EXPERIENCE:

2-3 years of experience in accounting, required. A 4- year degree preferred

**LANGUAGE SKILLS:** .

 Fluent in the English language written and oral. Bilingual in Spanish a plus. Ability to read and interpret documents operating and/or maintenance instructions, and procedure manuals. Ability to speak effectively to the Employees of the Health Care Center and Patterson District Ambulance.

**ADDITIONAL SKILLS:**

Should be proficient in General Acceptable Accounting Principles. Proficient in Microsoft Office Suite, and QuickBooks

**PHYSICAL REQUIREMENTS:**

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 frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear.

The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete “Physical Requirements” attached).

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Risk exposure category III. Tasks do not involve any risk of exposure to blood/body fluids.

**DISCLAIMER**: This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reason. The Incumbent may be asked to perform other duties as required.

TITLE**: Administrative Staff Accountant**

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

| C = Constant (76-100%)F = Frequent (51-76%)O = Occasional (26-50%)S = Seldom (1-25%)N = Never (0%) | E - Regardless of frequency, this activity is indispensable.M - This activity is useful and helpful but not absolutely essential. |
| --- | --- |

 **Section I Section II Section III**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Skills:** |  **C** |  **F** |  **O** |  **S** |  **N** |  **E** |  **M** | **Comments:** |
| Reading |  X |  |  |  |  |  X |  |  |
| Writing |  X |  |  |  |  |  X |  |  |
| Math |  X |  |   |  |  |  X |  |  |
| Talking |  X |  |  |  |  |  X |  |  |
| Hearing |  X |  |  |  |  |  X |  |  |
| **Physical Demands:** |  **C** |  **F** |  **O** |  **S** |  **N** |  **E** |  **M** |  |
| Sitting |  |  X |  |  |  |  X |  |  |
| Standing |  |  X |  |  |  |  X |  |  |
| Walking |  |  X |  |  |  |  X |  |  |
| Stooping |  |  X |   |  |  |  X |  |  |
| Crawling |  |   |  X |   |  |  X |  |  |
| Climbing |  |  |  X |   |  |  X |  |  |
| Reaching Overhead |  |  X |  |   |  |  X |  |  |
| Crouching |  |  X |  |   |  |  X |  |  |
| Kneeling |  |  X |  |   |  |  X |  |  |
| Balancing |   |  X |   |  |  |  X |  |  |
| Pushing or Pulling (10-100 lbs) |  |  | X |   |  |  |  X |  |
| Lifting or Carrying |  |  X |   |  |  |  X |  |  |
| 10 lbs. or less |  |  X |  |  |  |  X |  |  |
| 11 to 25 lbs. |  |  X |  |  |  |  X |  |  |
| 26 to 50 lbs. |  |  |  |  X |  |  |  X |  |
| 51 to 75 lbs. |  |  |  |  X |  |  |  X |  |
| 76 to 100 lbs. |  |  |  |  X |  |  |  X |  |
| Over 100 lbs. (assist lift) |  |  |  |  X |  |  |  X |  |
| Moving Patients |  |  |  |  X |  |  |  X |  |

**Candidate's Statement**

I have reviewed the position physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Witness

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

------------------------------------------------------------------------------------------------------------------------