



"Providing quality patient-centered primary care services to individuals, regardless of their ability to pay."

Account Specialist

Reports to: Financial Director

Number of Openings: 1 Full Time

Location: West Valley City

Pay Range: \$24.00 to \$28.00 an hour

POSITION SUMMARY:

The Accounting Specialist is responsible for general accounting activities and reports including Accounts Payable, Cash Receipts, Non-Patient Accounts Receivable, and General Ledger Journal Entries for the creation of the Financial Statements. This position requires accuracy, attention to detail, adherence to company policies and procedures and compliance with State and Federal Regulations and also assists in various other accounting areas, as described below. In all activities, emphasis is placed on accuracy, good internal control, and audit trails.

PRINCIPAL RESPONSIBILITIES:

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

1. Performs all accounts payable duties, including matching of invoices to purchase orders, and statements, obtaining necessary approvals, G/L account distribution, data entry, and printing of reports and checks.
2. Collects and reviews daily mail received at Admin office and distributes as necessary.
3. Prepare Cash Receipts received in the mail to be divided between patient and non-patient. Prepares checks and supporting documentation for deposit. Prepares Patient Payment folders for Billing to post payments.
4. Downloads Bank General Account Activity and posts into Bank Recon for others to complete reconciliation.
5. Prepares Outstanding Check Register for Payroll and Supplemental Accounts. Transfers of funds between General and other Bank accounts with approval of Finance Director as needed.

6. Reconciles all accounts receivable, prepaid accounts monthly prior to closing.
7. Assist with the reconciliation of year end and gathering of information before and during the annual audit. Answer any questions from the auditors.
8. Draw funds from Department of Health and Human Services – Health Resources and Services Administration (HRSA) for Federal Grants as directed by the Finance Director. Submit PSC-272 form: Cash Transaction Report for Division of Payment Management website for HRSA. Submit Uncashed/Returned Refund/or Reimbursement checks to the State of Utah Escheatment program at least annually.
9. Brings to the attention of the Finance Director any irregularities or system problems that are discovered.
10. Responds to questions from A/P vendors and CHC employees, and completes research as necessary to resolve A/P problems.
11. Prepare and send out the annual 1099's.
12. Prepare and file unclaimed property with the state annually

QUALIFICATIONS:

Associates' Degree in accounting and at least four years' experience in general ledger / full bookkeeping required. Demonstrated computer experience (both mainframe and p.c.), and Microsoft software.

EVALUATION:

The Finance Director shall establish with the Accounting Specialist/Accounts Payable at the beginning of each year a workplan/timetable of significant goals/objectives to be used as a performance evaluation standard at the end of each year of employment. This objective review is required at least annually and the Finance Director shall communicate the results of the review to the Human Resources Director in a timely manner.