



P.O. Box 2490
Marrero, LA 70073
(504) 762-8900

JOB TITLE: Accounting Clerk
DEPARTMENT: Finance
REPORTS TO: Senior Staff Accountant
FLSA STATUS: Non-exempt

GENERAL SUMMARY OF DUTIES: Responsible for assisting Chief Financial Officer, Accounting & Administrative Staff with accounting functions, including reporting of the clinic's financial operations.

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

1. Responsible for daily bank deposit pick-ups for multiple locations.
2. Responsible for verifying the accuracy of bank deposits.
3. Interact with Patient Support Staff to ensure accurate and timely bank deposits.
4. Responsible for maintaining vendor contracts for all locations, which includes, contract maintenance and maintaining the vendor master file.
5. Responsible for assisting the department in vendor identification for jobs needed.
6. Assist with recording accounting journals during month end close.
7. Assist with Filing, Scanning, and Maintaining Accounting Records.
8. Investigates cash deposit discrepancies and recommends actions to resolve discrepancies.
9. Assist in collaborating with Department Managers under the direction of Supervisor to obtain signed invoices for vendor purchases.
10. Responsible for ensuring the confidentiality and security of all financial data.
11. Participates in professional development activities.
12. Maintains the strictest confidentiality in accordance with organizational policies.
13. Responsible for participating in month end year end and annual Audit request.
14. Available to work evenings, weekends during month end/quarter end/year end close as deemed necessary.
15. Keeps informed of all government regulations and procedures affecting the clinic's Finance and Accounting Procedures.
16. Responsible for assisting with other projects/tasks as requested.
17. Other responsibilities may be added at the discretion of the department Manager.

EDUCATION/EXPERIENCE: Associates degree in Accounting or equivalent experience. A minimum of three (3) years experience in finance, billing, collections, bookkeeping, and accounts receivables may be substituted and/or combined with education to meet this requirement. Two (2) years of Accounts Receivable, bookkeeping, or collections including one (1) year in a health care organization.

KNOWLEDGE/QUALIFICATIONS:

1. Ability to evaluate and use various accounting systems and work independently
2. Ability to perform mathematical computations accurately and quickly
3. Must have reliable transportation
4. Ability to maintain effective working relationships
5. Ability to communicate clearly
6. Competency in Microsoft applications including Word, Excel and Outlook.
7. Organizational, verbal, and written communication skills are a must.
8. Attention to detail is a must
9. Must be able to work independently and unsupervised during the work day
10. Dependability and Integrity is critical.
11. Internal and External Customer Service is a must.
12. Unencumbered drivers license and current vehicular insurance on the vehicle used to perform work related responsibilities.

SKILLS:

1. Skill in Computer Applications
2. Skillful driver in which safety is prioritized
3. Skill in gathering and reporting information
4. Strong Interpersonal communication and human relations skills

ABILITIES:

1. Ability to reconcile cash discrepancies to ensure accurate cash management
2. Ability to work effectively with staff, patients, and external agencies
3. Ability to speak well using proper grammar in a professional manner

ENVIRONMENTAL/WORKING CONDITIONS: Work is performed in an interoffice environment, involves frequent contact with staff and the public; requires use of personal transportation for interoffice and travel to banking institutions.

PHYSICAL/MENTAL DEMANDS: Requires Manual dexterity using calculator and computer keyboard; requires sitting and standing associated with a normal office environment. Occasion weekend or evening work may be required. Commuting between clinic locations may be required.

The physical requirement and work environment 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, if applicable.

This position requires manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.