



JOB DESCRIPTION

Job Title: Accounting Clerk

Department: Administration

Reports To: Revenue Cycle Director

Position Summary:

Assist with the financial operation of Mountrail County Health Center (MCHC) which is comprised of Mountrail Bethel Home (MBH), Mountrail County Medical Center (MCMC), Mountrail County Medical Center Rural Health Clinic, Rosen Place on 8th Assisted Living and Centennial Court Apartments. The three primary duties of this position are Accounts Payable, Accounts Receivable and Payroll.

Qualifications and Requirements:

1. Educational Requirements:
 - Prefer Bachelor's degree in accounting or healthcare administration
 - Must be able to read, write, speak and understand English
2. Experience Requirements:
 - Prefer two years of progressive accounting/financial responsibility in a healthcare organization
3. Special Skills or Training:
 - Positive attitude toward the elderly and coworkers
 - Knowledge of GAAP, accounting principles and healthcare reimbursement
 - Ability to operate 10 key calculator
 - Ability to use Microsoft Excel
 - Good communication skills and accounting skills
 - Ability to understand reimbursement manuals and notices
4. Physical Requirements:
 - Standing, walking, bending, sitting, lifting, grasping, fine hand coordination
 - Ability to perform mathematical functions
 - Ability to evaluate and interpret information and make independent decisions
 - Ability to hear and see
 - Ability to remain calm under stress

Essential Duties and Responsibilities:

1. Responsible for confirmation and payment processing of all valid invoices.
2. Responsible for accurate bi-weekly payroll and related quarterly and annual state and federal reporting.
3. Responsible to ensure that facility follows GAAP and healthcare standards.
4. Responsible for quarterly completion and submission of the Payroll Based Journal (PB & J) to CMS.
5. Assist with processing of financial documents for MCHC.
6. Assist with financial analysis of MCHC.
7. Ensure compliance with IRS 1099 requirements.
8. Assist with maintaining allocations between MBH & MCMC.
9. Maintain Providers' CME/Vacation Schedule.
10. Assist with maintaining Depreciation Schedules, Pre-paid schedules and applying to ledgers.

11. Assist with recording general journal entries.
12. Assist with completing General Ledger and month end procedures for all companies.
13. Assist with preparing month end reports including Balance Sheet, Income and Expense Summaries for all companies, and related statistics.
14. Assist in completing cost reports for MBH and MCMC.
15. Assist in tracking all Grant expenses and submitting them for payment; assist in tracking Grant revenue as received.
16. Assist CFO in preparing budgets, wages and benefits, expenses and revenues for all MCHC departments.
17. Assist in preparing all schedules, etc. for yearly financial audits.
18. Maintain Resident, Patient, Employee, and Facility Confidentiality.
19. Know and comply with Residents' Rights rules.
20. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
21. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
22. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
23. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and other managers and show respect at all times; speak well of company and job.
24. Lack of absences and tardiness; give timely notice of absences; take allowed time for breaks.
25. Follow company dress code.