



Title: Accounting Clerk	Dept: Finance	FLSA: Non-Exempt
Reports To: Accounting Manager	Location: Vero Beach	WC Code:
Supervision of Others: No		EEOC Class:
		Grade:
Date: Rev. 03/2019		Range:

Primary Function:

Responsible for providing accounting support for the Finance Department, accounts receivables, including grant billing, medical billing, collections, cash receipts, filing documents, reconciling statements, reporting and limited general ledger support.

Principal Responsibilities:

- All aspects of Accounts Receivable
- Collections on past due accounts, including contracts with managed care organizations and Veteran’s Administration
- Record customer payments.
- Assist with the ongoing setup of ServTracker as it pertains to the finance department
- Maintain billing spreadsheets for entry in Medical coding software.
- Provides correspondence in response to denied claims, tracks progress until closed.
- Assist in monthly closing process including journal entries.
- Maintains Financial Edge database by entering data into computer.
- Backup for CIRTS and ServTracker entry and reporting.
- Reconcile data entered by comparing reports from Financial Edge and CIRTS.
- Assist in request for information for annual audit and quality assurance annual reviews.
- Protects organization’s value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Perform accounting and clerical functions to support the Finance Department.
- Maintains accounting records by making copies, filing documents, scanning documents and organizing into folders.
- Accomplishes accounting and organization mission by completing related tasks as needed including Reporting and budget support.

Skills/Qualifications:

Associate Degree in relevant field is a plus. Collections, Organization, Accuracy, Financial Software, Attention to Detail, PC Proficiency, Typing, Productivity, Dependability, Proficient in Excel.

EOE/ADA/DFWP