

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Staff Accountant– Full time 32 – 40 hours/week

SUMMARY Performs functions to supervise general accounting activities to ensure generally accepted accounting principles are followed in preparation and presentation of financial reports. Develop and implement methods and procedures for the preparation of periodic financial reports and results of operations. Ensuring accuracy of details such as journal entries, cash balance, bank reconciliations, supporting subsidiary ledgers etc., will be expected. Maintain fixed assets subsidiary ledger. The ability to compile and analyze data and prepare forecasts, cash flow analysis, and the like will be inherent with this position, strong analytical skills are a must.

EDUCATION

High school diploma or equal. – Required

Higher education in accounting or finance preferred.

EXPERIENCE

Required - Previous experience with general ledger, fixed assets, computerized accounts receivable and accounts payable systems or education in related field.

Preferred – 3-5 years' experience in Health Information.

SKILLS AND ABILITIES

- Understanding of basic bookkeeping and general ledger numbering concepts.
- Command of typewriter keyboard with ability to enter numeric and alpha data is essential.
- Ability to follow routine verbal and written instructions.
- Record maintenance skills.
- Basic working knowledge of Microsoft Excel and Microsoft Word.
- Skill in the use and operation of basic office equipment.
- Ability to use independent judgment and maintain confidentiality of information.
- Command of or ability to master operation of telephone switchboard.

ESSENTIAL RESPONSIBILITIES

- Take deposit to the bank, deliver/pick up, and sort mail.
- Daily record in GP general ledger system cash receipts. Maintains Daily Cash worksheet.

- Reconcile monthly bank statements.
- Coordinate with the CFO to determine the appropriate general ledger account to post non-routine miscellaneous receipts.
- Capitalization of fixed assets and maintaining permanent files of assets. Adding, disposing, and depreciating assets.
- Accumulates and maintains copies of invoices and related information on construction in progress to assist the CFO in setting up schedules on depreciable assets.
- Prepare monthly statistics.
- Assist CFO with maintenance and update charge master.
- Ensure the quality of medical/health records by verifying their completeness, accuracy, and proper entry into computer systems. Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- Assists CFO in collection, organizing, maintaining, and reporting of information essential for year-end closing, annual audit, and Medicare Cost Report activities.
- Assist CFO and department managers with annual budget.
- Provide backup for AP Clerk as needed.
- Assists in collection and maintenance of records of expenses to be covered by various grants.
- Register patients in absence of Registration Clerk.
- Answer calls coming into the switchboard when other Business Office staff are involved with other calls or customers. Support Registration and other Business Office staff during vacation and sick leave absences.
- Prepares bill for ambulance services for administrative review and referral to County Clerk.
- Answer questions or directs questioners to proper individual(s).

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports to the CFO. Must be able to work independently

PHYSICAL REQUIREMENTS

- Requires extended periods of time, sitting and/or standing.
- May be required to lift up to 30 lbs, such as files, cases of photocopy paper, etc.
- Sitting in a normal seated position for extended periods of time.
- Requires reaching by extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about.
- **Communication:** Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MACHINES TO BE USED

Telephone, photocopy machine, computer, fax machine, postage machine.

ENVIRONMENTAL

Indoor, general hospital environment

SPECIAL SKILLS

Must be professional and courteous at all times; must be able to handle and prioritize many tasks simultaneously; good typing skills; effectively utilize time, showing self-confidence, exhibit enthusiasm for work; Full knowledge of computer use; Experience. Work well without constant direct supervision and must be familiar with general office procedures.

TRAINING AFTER HIRE

Training programs that apply to position or enhance job performance will be required. Hospital wide in-services will be required.

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

Demographic information only

Financial information only

Clinical information only

☒ All patient information

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I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature

Employee Print

Date:_____