



<b>JOB DESCRIPTION</b>
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**POSITION TITLE:** Assistant Bookkeeper

**DEPARTMENT/DIVISION:** DeKalb / Administration

**REPORTS TO:** Finance Director

**FLSA STATUS:** Exempt

**STATUS:** Fulltime

**JOB SUMMARY:**

The Assistant Bookkeeper works under the direction of and reports to the Finance Director. The position assists with clerical functions of the agency, including, but not limited to, assisting in making day-to-day deposits, assist in billing/recording Accounts Receivable, perform Medicaid billing based activity for agency operations, data entry, assist with bank reconciliations, act as backup to the Bookkeeper in areas such as payroll and Accounts Payable, perform other tasks as directed.

**POSITION CONTEXT:**

The position of Assistant Bookkeeper is under the direct supervision of the Finance Director. The Assistant Bookkeeper works the majority of the time in an office environment but occasional day trip type travel may be required. This position routinely handles highly sensitive and/or confidential information and will be expected to represent VAC professionally in a variety of capacities.

**EXAMPLES OF MAJOR RESPONSIBILITIES AND DUTIES:**

- Process accounts receivable, including creating invoices and monitoring receivables and appropriately applying cash receipts.
- Collects Medicaid reimbursements by gathering, coding, and transmitting client care information; resolving discrepancies; adjusting patient bills; preparing reports.
- Establishing procedures throughout the organization to capture Medicaid activity in order to ensure accuracy and maximize reimbursement opportunities.
- Collect Sales Tax information and submit to the local governments as appropriate.
- Account for the Title XX program.
- Assist in quantifying data for grant requisitions.
- Assist with Accounts Payable, primarily in a backup capacity.
- Perform bank reconciliations to check if a agency’s financial records match up with the corresponding bank statement; responsible for ensuring the integrity of data and correcting discrepancies right away.
- Assist the bookkeeping with payroll processing and other functions as needed
- Assist in reporting procedures, as needed

- Perform filing and general administrative tasks
- Answer phones, respond to customer questions, and assist front desk receptionist, as needed
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Knowledge of:

- Bookkeeping and accounting procedures and practices
- Generally accepted accounting practices (GAAP)
- Medicaid billing, coding, and receivable principles and procedures
- Preparing and deciphering financial reports
- Agency policies and procedures governing finances
- Customer service skills, practices, and procedures

Skills:

- Oral and written communication skills, including the ability to work closely with fellow employees and prepare comprehensive reports
- Excellent math skills requires, especially to perform lengthy arithmetic calculations and double-check figures for accuracy
- Computer software and internet – Especially Microsoft Office and accounting software
- Excellent customer service and people skills
- Attention to detail – must be extremely detailed oriented

Ability to:

- Communicate with individuals in a face-to-face, one-on-one or group setting, or by telephone
- Read and comprehend many different documents, including invoices, reports, and agency policies and procedures
- Produce documents and reports written with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work cooperatively with other VAC employees, and the public

**WORKING CONDITIONS:**

While performing the duties of this job, the employee works mostly in an office environment that is quiet to moderately loud. Some local, county, or state travel may be required, including overnight stays. Employee is required to sit, use hands, stand, stoop, walk, talk, and listen while performing duties. The noise level varies but is generally moderate to loud. Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Normal vision is required for this position.

**PHYSICAL DEMANDS:**

The duties of this position require frequent sitting, standing, bending, reaching, and occasionally driving a motor vehicle for extended periods of time. Employee occasionally lifts up to 10 lbs., but up to 30 lbs. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing and vision.

**EQUIPMENT USED:**

General office equipment including personal computers, scanners, copiers, faxes, and software

programs.

**MINIMUM QUALIFICATIONS REQUIRED:**

Education: High school diploma, GED, or equivalent required. Associates Degree in Accounting or comparable field preferred.

Experience: One year previous work experience in a comparable position performing related responsibilities and tasks required.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*c.c. employee file*

*The physical demands, work environment factors, and mental functions described 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.*