

**Jefferson County  
Position Description**

<b>Name:</b>	<b>Department:</b> Human Services	
	<b>Division:</b> Administrative	
<b>Position Title:</b> Accounting Specialist II	<b>Pay Grade:</b> 5	<b>FLSA:</b> Non-exempt
<b>Date:</b> August 2020	<b>Reports To:</b> Administrative Services Manager	

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**Purpose of Position**

The purpose of this position is to perform accounting tasks for Jefferson County Human Services.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Prepares and monitors a variety of billing and collections systems to ensure numerous programs (such as Mental Health, CSP, CCS, EMH, CLTS, and Case Management) are billed to numerous insurances (including Medicaid, Medicare, HMOs) in accordance with State and Federal laws.
- Analyzes daily activity records to ensure proper billing and recording.
- Enrolls clients in Human Services programs by verifying residency, income, insurance, and other eligibility criteria necessary.
- Interviews clients for financial insurance information to determine fees according to the Uniform Fee Scale for services received, enters the data into the proper computer system, and processes the schedule.
- Reviews prior authorization requests using the guidelines of a variety of programs within the Human Services Department.
- Monitors overdue accounts, notifies client of delinquent accounts by mail or phone, and refers accounts to State Collection when necessary.
- Maintains client liability balances, provides customer service regarding collection issues, processes and reviews account adjustments, resolves client discrepancies, and prepares paperwork for refunds.
- Prepares monthly reports for assigned accounts.
- Monitors License and Certification dates for a variety of positions. Assists new providers with Certification process.
- Takes responsibility for denied bills in the current software and system. Reviews errors and takes appropriate steps to correct them.
- Analyzes and verifies mileage claims from staff, volunteers, and clientele. Inputs Medicaid medical transportation and volunteer mileage reimbursement in County-wide system. Generates reports; processes and disburses checks.
- Communicates closely with clients and providers regarding State and County policies for questions pertaining bills and payments.
- Provides backup to other fiscal staff when absent or when need arises.

- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Processes agency payroll, verifies accuracy, balances benefits.
- Analyzes incoming cash, deposits, and transfers, prepares deposits, enters into accounts receivable.
- Processes and verifies all monthly vendor payments.
- Collects and reviews all monthly invoices to verify matching up to E-WISACWIS placements and Foster Care Coordinators.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree with one-year experience; or an equivalent combination of education and experience.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university; or an equivalent combination of education and experience.

**Other Requirements – Certificates/Licensures**

None.

**Knowledge, Skills, Abilities**

- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting,

moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

\_\_\_\_\_  
Supervisor\_\_\_\_\_  
Date\_\_\_\_\_  
Human Resources\_\_\_\_\_  
Date