

**Jefferson County
Position Description**

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| Name: | Department: Human Services | |
| | Division: Administrative | |
| Position Title: Accounting Specialist II | Pay Grade: 5 | FLSA: Non-exempt |
| Date: January 2021 | Reports To: Accounting Supervisor | |

Purpose of Position

The purpose of this position is to perform accounting and payroll 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.

- Completes and ensures accuracy of payroll tasks for Human Services staff and maintains benefit balances, in compliance with federal and state regulations and within the scope of County policy. Communicates closely with staff and resolves timekeeping and accrual questions, needs and issues.
- Records and receipts all incoming cash, checks, and electronic transfers, assigns account numbers, prepares deposit reports and enters into accounting system and Accounts Receivable subsidiaries.
- Interprets, edits and processes daily activity records for billing, case openings, case closings, case transfers and monthly state reports.
- Downloads and updates the Department of Health Services Program Participation System (PPS) reports for Mental Health (MH) and AODA services. Enters Consumer status and other data into County system for State PPS reporting. Inputs voluntary and involuntary MH commitments, Detox commitments into the state PPS reporting system.
- Enters daily logs for contracted physician into County system. Assists with entering logs for other contractors throughout the department, such as Community Recovery Services, Comprehensive Community Services, Community Support Program, Group Home, Birth to Three, etc.
- Prepares accounting reports related to numerous funding sources, expenditures, and services; enters and disburses vendor payments via county voucher/payment system.
- Analyzes daily activity records to ensure proper billing and reporting for State system.
- Analyzes and identifies billing system improvements. Brainstorms and helps develop new and/or changes to billing with programmer. Examines and tests implantation.
- Creates quarterly Full Time Equivalent (FTE) reports for state. Maintains FTE summary adjusted monthly for position changes and additions.
- 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.
- 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.

- Works with staff and supervisors to edit and correct errors on time coding system. (Daily Activity Records)
- Maintains safety of other assets including gas cards, credit cards and petty cash. Disburses them according to county policy and maintains receipts and tracking of use.
- 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 and one year experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting or related field; 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