

**Jefferson County
Position Description**

Name: _____ **Department:** Human Services
Division: Administrative
Position Title: Accounting Assistant II **Pay Grade:** 3 **FLSA:** Non-exempt
Date: _____ **Reports To:** Accounting Supervisor

Purpose of Position

The purpose of this position is to perform accounting and information maintenance 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.

- Reviews invoices, with assistance of Accounting Supervisor, for appropriate documentation and approvals prior to payment. Enters invoices into data base, scans back-up documentation, and generates necessary reports for the Human Services Board.
- Codes and scans back-up documentation related to charges on the monthly credit card statements. Identifies and records credit card payments for Children's Long-Term Services (CLTS) and Children's Community Options Program (CCOP) billing.
- Bills the Third Party Administrator (TPA) for CLTS credit card purchases and CLTS foster care payments. Enters all CCOP data into the Human Services Reporting System (HSRS) and reconciles to the general ledger.
- Maintains State HSRS system, adding new clients when necessary. This ensure accurate CCOP reimbursement during annual year-end reconciliation.
- Sends bills to Managed Care Organization (MCO) for protective payee and home delivered meals programs.
- Ensures needed authorizations for CLTS and MCO billing are correct and in place before billing for services.
- Applies payments to corresponding CLTS and MCO bills, identifies billing errors, and makes necessary corrections.
- Enters the Consumer Recovery Services (CRS), Comprehensive Community Services (CCS), and Birth to 3 timesheets for external vendors into IBMI to be billed in a timely manner.
- Reconciles the nutrition site bank accounts and assists with protective payee bank deposits.
- Performs data entry in Munis, IBMI, and PPS databases.
- Provides miscellaneous research or data entry projects.
- Provides backup to other fiscal staff when absent or when need arises.

- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Performs other duties as assigned or that may develop.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.

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.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

One to two years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

Two to three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

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
