

MOTT CHILDREN'S HEALTH CENTER

Job Description

CURRENT JOB TITLE: Accounting Supervisor

FLSA STATUS: Exempt

DEPARTMENT: Finance/Accounting

DATE: September 2004

REPORTING RELATIONSHIP/IMMEDIATE SUPERVISOR: Vice-President/Chief Financial

PAY GRADE: 205

Officer

GENERAL SUMMARY

According to established policies and procedures, provides direct supervision of Accounts Payable/Purchasing Clerk and indirect supervision in collaboration with the Department Supervisor of Insurance Billing Staff. Following general accounting principles maintains accurate records of financial transactions, endowment assets and budgetary control for the various departments. Assists in preparing financial statements and analyses, statistical and/or other technical reports. Performs all relevant functions in the preparation, processing and auditing of payroll. Interacts with management, department heads and other staff in order to maintain such records.

ESSENTIAL JOB FUNCTIONS

General Accounting

- Prepares and audits financial reports, makes routine cost distributions and posts subject accounts.
- Receives bank statements and reconciles accounts on a monthly basis.
- Posts accounting documents, receipts and disbursement information to appropriate ledgers or journals.
- Prepares monthly/quarterly expenditure reports for existing contracts with Federal, State & Local agencies.
- Assists in auditing grant and funded programs for accuracy and conformance to departmental, Federal, State and/or county procedures.
- Prepares necessary year-end schedules, and assists the outside auditors in the annual audit.
- Maintains accounting records/files and reports pertinent information to senior administration.

Payroll Processing

- Pre-audits input data and verifies authenticity of output.
- Ensures accurate preparation and balancing of payroll, including payroll balance sheet and summaries.
- Makes necessary payroll adjustments (e.g., garnishments or other manual computations).
- Prepares necessary check requests for payroll deductions withheld by the payroll process.
- Assists in tracking associates' earned Paid Time Off (PTO) balances.
- Responsible for timely and accurate distribution of payroll checks.

ESSENTIAL JOB FUNCTIONS-Continued

Accounts Receivable

- Provides direct supervision of the Accounts Payable/Purchasing Clerk and indirect supervision in collaboration with the Department Supervisor of the Insurance Billing Staff.
- Reviews coding of patient tickets.
- Ensures accurate balancing of accounts receivable reports for posting to appropriate ledgers.
- Makes necessary accounts receivable adjustments.
- Oversees and trains billing staff on the computerized accounts receivable system. Updates staff on current billing procedures and practices.

OTHER RESPONSIBILITIES:

- Shares supervision of Finance/Human Resources Assistant.
- Performs other job related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS:

1. A Bachelor's Degree in Accounting, Finance or Business Administration with three years of progressively more responsible post Bachelor's general accounting work experience.
2. Experience must include specialized payroll functions, including maintenance, preparation, balancing and payroll taxes.
3. Functional knowledge of computerized payroll and related accounting computer software.
4. Ability to use 10-key adding machine, typewriter and computer systems.
5. Must have a high degree of communication and interpersonal skills in order to establish and maintain an effective working relationship with administration, associates, community agency personnel, consultants, clients and visitors.

WORKING CONDITIONS

1. Work is performed primarily in an office environment with no unusual discomfort due to temperature, dust, noise, or exposure to hazardous materials...
2. Regularly experiences (more than 80% of work time) mental/visual fatigue.
3. Risk Category B - Job functions involve no exposure to blood, body fluids, or tissues.

WORKING CONDITIONS-Continued

Analysis of the physical demands of the position:

		<u>Outline Required Physical Demands</u>
1.	Strength	
a.	Standing	<u>10%</u> of time
	Walking	<u>10%</u> of time
	Sitting	<u>80%</u> of time
b.	Lifting	<u>10</u> lbs.
	Carrying	<u>10</u> lbs.
	Pushing	<u>N/A</u> lbs.
	Pulling	<u>N/A</u> lbs.
2.	Climbing	<u>Included in section on standing and walking.</u>
	Balancing	<u>No requirement.</u>
3.	Stooping	<u>Occasionally to file.</u>
	Kneeling	<u>Occasionally to file.</u>
	Crouching	<u>No requirement.</u>
	Crawling	<u>No requirement.</u>
4.	Reaching	<u>Limited to horizontal plane, occasional overhead.</u>
	Handling	<u>Grasping/filing paperwork.</u>
5.	Speaking	<u>Cultural regional accents acceptable. Common English language required.</u>
	Hearing	<u>Acute hearing required to effectively communicate with personnel/guests.</u>
6.	Seeing	<u>Corrected to 20/20.</u>
	Depth perception	<u>No requirement.</u>
	Color vision	<u>No requirement.</u>

APPROVALS

Name and Title

Date

Name and Title

Date

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified nor are they intended to express or imply any contract of employment or any part thereof.
