

Job Description

Accounts Receivable Clerk

Job Code: 012200

Fulltime: 40hrs

Schedule: M-F 8am-4:30pm

Reports To: Hospital Business Office Manger

FLSA Status: Non-Exempt

Department: Fiscal Services

Compute, classify, and records payments to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions.

Basic Skills

- Using mathematics to solve problems.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.

Social Skills

- Adjusting actions in relation to others' actions.
- Actively looking for ways to help people.
- Being aware of others' reactions and understanding why they react as they do.

Desktop Computer Skills

- **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Graphics** - Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.
- **Internet** - Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

- **Presentations** - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

Task

- Prepares daily cash deposits, fills out cash balance log, and processes electronic bank deposits, files checks.
- Check figures, postings, scans and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with federal, state, and company policies, procedures, and regulations.
- Operate calculator and copy machines to perform calculations and produce documents.
- Receive, record, process and bank cash, checks, and credit card deposits.
- Code documents according to internal procedures.
- Reconcile or note and report discrepancies found in records.
- Perform general office duties, such as filing, answering telephones, and handling routine correspondence.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

Work Activities

- Interacting With Computers
- Getting Information
- Documenting/Recording Information
- Establishing and Maintaining Interpersonal Relationships
- Communicating with Supervisors, Peers, or Subordinates
- Organizing, Planning, and Prioritizing Work
- Processing Information
- Communicating with Persons Outside Organization

Detailed Work Activities

- Prepare daily cash deposit, maintain cash balance log, process electronic bank deposits, file checks.
- Post and scan patient insurance payment to accounts.
- Print and process Medicare supplement claims not forward by Medicare.
- Process daily credit card deposits.
- Assist with telephone answering and appointment schedules.
- Research and process credit balance and bad checks.
- Batch and upload patient statements to be sent electronically.
- Answer account receivable phone inquiries and follow up.
- Call and/or mail correspondence to customers as needed.
- Assist with all related projects, as required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager Date

HR Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Date