



Accounts Receivable Clerk II

General Summary

Under the supervision of the Chief Financial Officer and the Accounts Receivable Manager, the Accounts Receivable Clerk II is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Accounts Receivable Clerk II must comply with established policies and procedures.

Essential Functions

- Perform a variety of accounting and bookkeeping duties according to established policies and procedures.
- Maintain contact with patients and observe confidentiality of patient matters.
- Utilize computerized accounting software programs to perform duties and responsibilities.
- Generate accounting statements, invoices and reports.
- Post receipt of payments.
- Reconcile accounts receivable balances and research, explain and resolve any variances.
- Meet with Accounts Receivable Manager each month and explain plan of action for resolving all variances.
- Maintain good working relationship with Accounts Receivable I.
- Interface with Chief Financial Officer and others to resolve any variances.
- Create patient statements.
- Ensure that daily transaction information balances with AR upload information and GL postings.
- Oversee all in-house collection activity including handling NSF checks, making contact with patients, making contact with the outside collection agency, recommending bad debt write-offs to Accounts Receivable Manager.
- Handle all complex payment posting.
- Assist in financial management and analysis, as requested.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

- Minimum High School Diploma or G.E.D. required. Associates degree in Finance, business, accounting or equivalent preferred.
- Requires excellent problem solving and organizational skills.
- Ability to multi-task and prioritize as needed.
- Confident in dealing with people, great social skills and ability to work in a fast paced environment required.
- Professional telephone skills and good listening skills are essential.
- Advanced computer skills (Windows, Explorer, Outlook, Excel, and Word) required. Must be very comfortable in Excel, AcuityLogic and accounting software.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to access files.
- Ability to enter and retrieve information from a computer.
- Ability to sit for long periods of time at desk or computer terminal.
- Ability to use calculators, keyboards, telephone, and other office equipment in the course of normal workday.
- Stooping, bending, twisting, and reaching may be required in completion of job duties.

Working Conditions:

Works in office conditions.