

Job Description

CATHOLIC COMMUNITY SERVICE

419 Sixth Street, Juneau, AK 99801
907 463-6100 -- www.ccsjuneau.org

Name

Supervisor

Executive Office
Location

Accounting Technician
Job Title

Finance Director
Supervisor's Title

Background Check/Fingerprinting
Requirements

FLSA Status: Exempt Non-Exempt

ESSENTIAL JOB FUNCTIONS:

1. Prepare billings for the Behavioral Health Program (BHP) in Child Care and Family Resources (CCFR) and monitor collections for the program
2. Prepare monthly reconciliation of Behavioral Health Program
3. Prepare Medicaid Waiver billings for the agency
4. Assist in Medicare Cost Report preparation
5. Property Management related transactions and reconciliation
6. Prepare deposits
7. Inventory upkeep and reconciliation
8. General Ledger Account reconciliations monitoring
9. Learn to prepare Hospice and Home Care billings and other miscellaneous billings for agency programs
10. Prepare assigned journal entries for month end closing
11. Other duties as assigned

JOB DUTIES:

1. Prepare all billings and monitor collection for CCFR's BHP
 - A. Prepare Medicaid billings for behavioral health foster parent expenses
 - B. Prepare Medicaid billings for therapy session services under the BHP.
 - C. Prepare Individual Service agreement billings for expenses under ISA agreements.
2. Perform monthly reconciliations of CCFR
 - A. Perform monthly reconciliation of Medi-Track to the General Ledger
3. Prepare Medicaid Waiver billings for the agency
 - A. Maintain client data base
 - B. Prepare billings for each site
 - C. Submit claims electronically to ACS
 - D. Book revenue into American Fund Ware accounting system
 - E. Follow-up of accounts receivable
 - F. Prepare reconciliation
4. Assist in the preparation of the annual Medicare Cost report for Hospice and Home Care of Juneau.

5. Review cash flow statements, general ledger and expense records submitted by Juneau Real Estate for property on a monthly basis. Enter and transfer information via journal entry to record expenses and Revenues in the accounting system.
6. Receive cash and checks from various sources and prepare the deposit and deliver to the bank after verification by the Accounts Receivable Manager.
7. Maintain Asset books in accordance with recent purchases and enter information into inventory records and follow up with any asset deletions. Work with Finance Director to perform inventory counts when deemed appropriate.
8. Maintain account reconciliation books and prepare assigned account reconciliations to ensure reconciliations of asset and liability accounts are done timely and discrepancies between sub-ledgers and general ledger are solved.
9. Learn the specifics of other billing functions to include Home Health and Hospice billings including Medicare PPS, Medicaid and private insurance.
11. Prepare certain journal entries on a monthly basis to record expenses or revenue in the general ledger records that have not processed during the regular accounting entries.
12. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of basic fund, and non-profit accounting principles, practices and terminology. To work under general supervision, ability to apply basic accounting theory; maintain cooperative relationships with other employees and those contacted in the course of work; to organize and prioritize work, to prepare reports and correspondence; and to interpret and explain CCS policies and procedures. Skills in the operation of accounting, spreadsheet, and word processing software. Ability to analyze accounts, identify discrepancies or inaccuracies in data and make corrections.

QUALIFICATIONS:

One year of experience in technical level of accounting or bookkeeping is required. Medical billing experience is desired. Skilled in use of a computerized accounting system. Ability to select, compile and summarize data and information. Knowledge of Microsoft programs with special emphasis on Excel applications.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

Accounting Manager

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level	X				
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks	X				
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds			X		
Pushing/Pulling			X		

	NA	NE	O	F	C
Work in/exposure to inclement weather	[^] X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current		X			
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds				X	
Hearing via radio or telephone				X	
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				

	NA	NE	O	F	C
Other:					
Other:					

Items checked above must be consistent with tasks listed.

<p>Are there any other physical or mental requirements of this position that have not been addressed above?</p> <p>Stress due to tight deadlines</p>

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date