

POSITION: Accounts Receivable Clerk

ORGANIZATION: Hopewell Center

DIVISION: Fiscal

STATUS: Full-Time

FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Processes Center payroll, maintains and balances records;
Prepares and balances bank deposits, as appropriate;
Posts workshop and Cartridge King payments to invoicing system;
Processes workshop and Cartridge King invoices, posting on appropriate computer systems and ledgers;
Posts labor distributions broken down per home, maintains appropriate records for Medicaid;
Pays monthly insurance premiums;
Posts sick and personal leave hours to computer system;
Receives and records daily cash receipts;
Oversees petty cash account, as appropriate;
Maintains staff personnel files and records;
Oversees Vocational Rehabilitation authorizations;
Creates and maintains files for each workshop contract;
Prepares all accounts receivable billings;
Collects data and prepares monthly statistic reports;
Balances and reconciles account receivable records;
Performs related duties as assigned, assuring the best interest of both the agency and the consumers' welfare.

REQUIREMENTS:

Must possess high school diploma or its equivalence;
Knowledge of payroll regulations, policies and procedures;
Working knowledge of rules, regulations, and standard practices regarding Medicaid billing;
Knowledge of data entry and computerized payroll and accounts receivable;
Knowledge of standard accounting and bookkeeping practices;
Ability to operate a variety of modern office equipment;
Ability to perform arithmetic calculations and to prepare and maintain accurate and concise financial records;
Ability to follow verbal instructions and perform duties under minimal supervision;
Ability to follow all personnel policies and rules of the organization and maintain confidentiality;
Ability to communicate with co-workers and consumers.

LICENSE/CERTIFICATION NEEDED: