



Job Description

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| Job Title: | Parts Time Accounts Receivable Clerk |
| Department/Program | Administration |
| Location: | Derby & Hamburg |
| Supervisor: | Michelle Chiappetta |

Integrity • Collaboration • Quality • Compassion • Dedication

Job Summary:

The Primary role of the Accounts Receivable Clerk is for the individual to assist in light bookkeeping duties . The Accounts Receivable Clerk keeps precise records of all incoming payments and to contact clients to guarantee outstanding invoices are paid. Employees in this role follow through to see that all receipts are tracked and regularly checks for discrepancies in payment.

To succeed in the position of accounts receivable clerk, one should be a skilled and thorough researcher with excellent communication and record-keeping abilities.

Responsibilities:

- Generates invoices and account statements for our Two CarePanion programs
- Posts receipts from all incoming mental health programs including copays, insurance checks, credit cards and direct deposits
- Make Bank deposits
- Utilize our EHR billing program to access needed reports for direct deposit reconciliation
- Performs journal entries and account reconciliations
- Maintains and updates client files
- Researches and resolves account irregularities and past due amounts
- Produces monthly financial and management reports
- Performs administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filling paperwork, and contacting clients to discuss their accounts.
- Obtains information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.
- Other duties as assigned by supervisor
- Compliance and Values
All employees are expected to obey all laws and regulations governing our Agency and to always be accountable for compliance.
- All employees are expected to provide the very highest level of service when working with Agency clients and coworkers and their work ethic should reflect Harmonia’s Core Values

Skills:

- Must be detailed oriented and be able to collaborate with others
- Must be self-motivated with sound math and analytical skills
- Strong recordkeeping and communication skills
- High level of accuracy, efficiency, and accountability
- Strong typing and computer skills
- Excellent research, problem-solving and time management skills
- Must be adaptable to changing environment
- Must be able to work in fast-paced office

Education and Experience:

- Two-three years' experience in accounting or a related field such as business administration, is a must.
- Associates degree is not required but is preferred.
- Must know Quickbooks and excellent knowledge of sound general accounting principles

Work Environment and Essential Functions:

This position is located within the Agency and work is performed in an office setting. The office is clean and comfortable. It may include getting accustomed to working in close proximity to various office activities and sounds. The incumbent will be in a non-confined office type setting in which he/she is able to move about freely.

- Must be able to lift a minimum of 20 pounds
- Must be able to sit and stand for a minimum of 30 minutes.

GENERAL SIGN OFF: The employee is expected to adhere to all agency policies. This job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the organization.

Signature: _____

Date: _____