

## COMMUNITY HEALTH PARTNERS, INC.

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Accounting Clerk  
Position Status: Non-Exempt  
Effective Date: 1/2023  
Reviewed By: CFO

**JOB SUMMARY:** Under the general supervision of the CFO, functions as a member of the finance team. Duties include entry and tracking all daily cash receipts (medical, pharmacy, Admin) that are paid via credit card, cash, check or Electronic Funds Transfer. Assist in processing bi-weekly payroll and recording patient deposits. Creating all A/R invoices due to CHP. Assist with the general accounting department responsibilities where needed.

### **Job Responsibilities:**

1. Track and post daily Admin deposits in accounting system including payments for medical records, donations, customer invoice payments, etc...
2. Track and enter all Customer invoice payments into the accounting system including Learning Partners, Healthy Montana Families, Pathways, special grant invoices, and contract pharmacy invoices.
3. Enter all of the My Chart and third party payments in the accounting system, ensuring that they match what billing has entered from the remittance advices. Resolving any discrepancies.
4. Track and enter all Pharmacy patient collections.
5. Act as a backup when needed to the finance team.
6. When directed, assist with processing biweekly payroll, including payment of payroll liabilities in accordance with employee deductions.
7. Assist with auditor records requests.
8. Make recommendations to develop, improve, and update CHP's financial systems and procedures as necessary.
9. Assist in any area of accounting or billing department as needed.
10. Participation in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles and working to implement patient centered communication skills.
11. Further the mission of CHP through active support of the strategic goals.
12. Ability to report to work as scheduled and work a flexible schedule when needed, which may include travel to other sites.

## Skills and Abilities

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

## Essential Physical Requirements

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting			<b>X</b>
Standing	<b>X</b>		
Walking	<b>X</b>		
Speaking/Hearing		<b>X</b>	
Seeing			<b>X</b>
Hand/Wrist Work (i.e. Keyboarding)			<b>X</b>
Pushing/Pulling	<b>X</b>		
Fine Manipulation		<b>X</b>	
Grasping		<b>X</b>	
Reaching		<b>X</b>	
Bend		<b>X</b>	
Kneel	<b>X</b>		
Squat	<b>X</b>		
Climb	<b>X</b>		
Lift 1-10 lbs	<b>X</b>		
Lift 11-20 lbs	<b>X</b>		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## JOB QUALIFICATIONS:

Education:

Bachelors Degree in Accounting preferred.

In lieu of a formal degree, 3 years of bookkeeping experience in cash posting, accounts receivable/accounts payable management and payroll.

Experience:

Office experience in a health care facility preferred.

Must be proficient with PCs and Microsoft Excel.

Quick Books or other accounting software experience preferred.

I have read the job description above and had any questions answered.

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Employee

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Date