



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Accounting Clerk

Department: Administration

Reports To: Accounting Manager

Supervisory Responsibilities: Not applicable

Employment Category: Regular Part-Time (20-24 hrs per week)

FLSA Status: Non-Exempt

Salary Level: Based on skills/experience

Summary: The Accounting Clerk will be responsible for performing bookkeeping and other clerical billing office duties. This includes but is not limited to: accounts payable/receivable tasks, maintaining general ledger accounts, filing, and other clerical duties.

Essential Duties and Responsibilities:

- Work closely with the Accounting Manager to ensure smooth operation of all finance matters.
- Accounts payable tasks such as creating purchase requisitions, obtaining approvals, creating purchase orders, entering and paying bills, entering credit card transactions, corresponding with vendors, filing related documentation, and other accounts payable tasks.
- Accounts receivable tasks such as creating invoices, applying payments received to invoices, and working with billing staff to ensure medical payments are properly applied to the medical accounts receivable.
- Acts as back up for other department duties including payroll, bank transfers, reporting, and other.
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Assist with budgets
- Assist with Audits
- Track employee benefit changes
- Assist with employee personal activity reports
- Track and record Medicare and Medicaid charges and payments in Excel
- Monthly depreciation and in-kind entries
- Assist with Medicare Cost reports
- Assist with tracking and reporting grant spending
- Assist with grant applications
- All other duties as assigned.

Agency Responsibilities

- Attends meetings as requested.
- Performs other tasks as assigned by administration.
- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well and works collaboratively with all levels of staff in a professional manner.
- Alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.
- Assist in agency sponsored events.

Education/Experience: Associates degree in Accounting Required. Bachelor’s degree in Accounting preferred. Five plus years of experience required. Non-Profit and Grant experience a plus.

Required Qualifications:

- Experience with Accounting software
- To have knowledge and awareness of the application of relevant national accounting standards and NHS Finance Initiatives e.g. Payment by Results, Agenda For Change, etc
- Proficiency in Microsoft Excel.
- Knowledge in general office procedures including answering phones, directing calls, photocopying, faxing, etc.
- Ability to maintain filing systems.
- Ability to promote an alcohol, tobacco and drug-free work environment.

Preferred Requirements:

- Proficiency in Quickbooks Software
- Proficiency in Abila/Sage MIP Software
- Familiarity and/or experience working with the Native American Community at a local level; Respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American Community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____