

HEALTHSMART MANAGEMENT SERVICES ORGANIZATION, INC.

JOB DESCRIPTION

Job Title: Accounting Coordinator

DEPARTMENT: Finance

Classification: Full-Time (Non-Exempt)

Report To: Controller

Effective: January 01, 2018

JOB PURPOSE:

Under the supervision of the Controller, the Accounting Coordinator position prepares cash disbursement packages supported by proper purchasing supported by proper purchasing and receiving documentation. Ensures that payments are made in a routine and timely manner.

EDUCATION & EXPERIENCE REQUIREMENTS:

1. High school graduate or GED; at least one year of college preferred.
2. At least two years experience in accounting or equivalent preferably in a health care environment.
3. Good oral and written communication skills and demonstrate the ability to read, write and communicate fluently in English.

SKILLS:

1. Must be detail oriented and work well with a team.
2. Ability to be crossed-trained in other related areas.
3. Ability to maintain confidentiality of information.
4. Consistently exhibits mental and emotional ability to understand and perform the essential functions of job.
5. Hands on experience with personal computers, with a high level of expertise in QuickBooks, Microsoft Excel and Word.
6. After hours and weekend work as needed.

DUTIES AND RESPONSIBILITIES:

1. Responsible for Importing and/or Inputting Capitation and Claims checks into QuickBooks for all IPA's and Hospital Accounts.
2. Responsible for posting daily deposits to the IPA and Hospital cash activity report.

3. Prepares and reconciles all bank reconciliation monthly.
4. Prepares Management Fee worksheet reports monthly to assure cash disbursements.
5. Prepares and reconciles all account analysis on all IPA and Hospital Financial Statement.
 - a. Month End Account Reconciliation
 - b. Accounts Payable
 - c. Accounts Receivable
 - d. Cash Clearing
 - e. Payroll Suspense Account
 - f. Prepaid Accounts
 - g. Stop Loss Reporting
6. Help prepare quarterly federal and state tax returns
7. Prepares standard month end Journal Entries
8. Maintains accurate files on all vendors subject to receiving 1099's.
9. Maintains all computer reports for IPA and Hospital audits.
10. Inform supervisor daily of any large changes on financial reports
11. Attend organizational meetings as required.
12. Adhere to organizational policies and procedures.
13. Performs other duties as assigned.

Print Name

Signature

Date