

PUBLIC HEALTH & HUMAN SERVICES

ACCOUNT CLERK

JOB DESCRIPTION

Position Purpose

Reporting to the Public Health and Human Services (PHHS) Fiscal Supervisor, this position is responsible for maintaining and balancing of the Public Health & Human Service (PHHS) accounts by performing accounting entries, transactions, and reconciliations. This position provides technical assistance as requested to ensure adherence to established fiscal practices and policies; preparing required reports and schedules; compiling financial data for internal and external monthly financial reporting; and assists with department budget planning and analysis.

Distinguishing Characteristics

Account Clerks performs the majority of the work independently in accordance with standard procedures. Accounts Clerks posts data to appropriate accounts, reconciles accounts, reviews and codes financial information, process disbursements, and prepares State/federal financial reports. These positions have primary responsibilities and provide back-up coverage for other unit accounts clerks. Therefore, percent of daily duties will vary.

Essential Duties	Estimated % Time
1. Disbursements/Vouchers	40%
<ul style="list-style-type: none">• Process PHHS disbursements for expenses and claims• Analyze and correct vouchers• Monitor/review vendor accounts IFS, SSIS, and MMIS to ensure proper and timely payment• MSHO/MN CHOICES/MMIS: Monitor staff entries verifying Medical Assistance status of clients for Home Care, MCH, and WIC clients on MMIS. Work closely with PHHS Financial Workers to ensure accurate and timely transition between programs when clients are changed from one program to another. (Elderly Waiver, MSHO, Pmap, Alternative Care, Medical Assistance, Cadi, MR Waiver, Insurance, Sliding Fee and Medicare)• Prepare audit lists for submission to the County Board• Perform SSIS adjustments, refunds, and cancellation• Process Child Care Providers payments in MEC2• Maintain records of provider W-9 and 1099s	
2. Reimbursements	35%
<ul style="list-style-type: none">• Seek reimbursement for Waivered Services paid claims and social worker case time• Seek reimbursement for Child Welfare and Mental Health Targeted Case Management from the MA system• Invoice 3rd party liability claims for Rule 5 facilities to MN MA• Reconcile reimbursements	

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| 3. Reporting | 10% |
| <ul style="list-style-type: none"> • Draft/review for correction mandated State and federal reports • Provide data to State Auditor upon request | |
| 4. Record Maintenance | 10% |
| <ul style="list-style-type: none"> • Maintain financial records of all receivables and expenditures • Maintain social welfare accounting records for agency for amounts due from clients • Perform internal audit of staff entries in the State MMIS system and notify supervisor of concerns in order to assure accurate billing. • Process Long Term Care Consultation paperwork for nursing home admissions and enter data into MMIS. • Reconcile PHN ledger • Process/audit nurses daily logs, correcting errors, verifying against payroll time cards, charging time to appropriate cost center (grant), generate vouchers for mileage reimbursement. • Post EFT for MAXIS cash programs • Enter GRH Vendors in MAXIS • Prepare PHHS fleet usage reports | |
| 5. Misc. | 5% |
| <ul style="list-style-type: none"> • Assist Fiscal Supervisor as needed and requested • Other duties as assigned | |

This description describes the general list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position and classification and are intended only as an illustration of the various types of work performed. The position description is subject to change as the needs of the employer and requirements of the position change.

Employment Standards

Education and Experience

- Associates degree in Accounting, Business Administration, or a closely related field from an accredited college; and
- Two years of relevant experience

OR

- High school diploma; and
- Two years of experience including office support and bookkeeping responsibilities

*Completion of college coursework, vocational school, or business school in accounting may be substituted on a year-for-year basis for the experience involving a combination of office support and bookkeeping responsibilities.

AND

- Minnesota DHS Merit qualified

Knowledge, Skills, and Abilities

- Knowledge of the function of the PHHS Department
- Knowledge of SSIS, MMIS/MAXIS, PH-DOC, MIIC, OASIS, Hubert & PCS and other PPHP IT systems used by the department
- Knowledge of accounting terminology and practices
- Knowledge of spreadsheets and database software
- Knowledge of the automated accounting system used in the PPHP Fiscal unit
- Knowledge of general record keeping and filing systems
- Knowledge of techniques used in locating errors
- Ability to understand and carry out detailed written and oral instructions
- Ability to reconcile and/or balance financial transactions and accounts
- Ability to perform basic arithmetical computations (addition, subtraction, multiplication and division)
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to operate standard office equipment, such as personal computers and/or terminals, calculators, etc.
- Ability to interpret accounting records and documents and prepare information in summary form
- Ability to work under pressure and willingness to accept responsibility for meeting deadlines
- Ability to maintain effective working relationships with supervisors, co-workers, and the public
- Ability to organize work efficiently
- Ability to perform detailed work with speed and accuracy

Persons with Disabilities

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

FUNCTION	<25%	25% - 49%	50% - 74%	>74%
Office Environment				X
Sitting				X
Standing, Walking	X			
Simultaneous/Repetitive Hand Movements				X
Typing/Data Entry				X
Close Vision (Near Acuity)				X
Distance Vision (Far Acuity)	X			
Color Vision (ability to identify and distinguish colors)				
Accommodation (ability to adjust the eye to bring an object into sharp focus)				X
Hearing/Speech		X		
Sedentary (Exert up to 10 pounds of force)				X
Light (Exert up to 20 pounds of force)	X			
Lifting, carrying or pushing of objects up to twenty-five (25) pounds	X			

Lifting, carrying or pushing of objects up to fifty (50) pounds	X			
Lifting or pushing of objects over fifty (50) pounds	X			
Adverse movements such as overhead, bending, reaching	X			

NOTICE

A County employee in this position may encounter non-public data as defined by Minnesota or federal law in the course of their position. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee shall take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with applicable County policies as well as Minnesota and federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies. A breach of these policies may lead to disciplinary action against the employee.

Status: Non-Exempt
Job Category: Office/Clerical
Labor Group: AFSCME
Band: B23, _____ (2019)
Last Reviewed 08.1998, 02.2019, 10.2019