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## ACCOUNTANT

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**REPORTS TO:** Chief Financial Officer  
**FLSA CATEGORY:** Full-time Non-exempt  
**EEO CATEGORY:** Administrative - Support Staff

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### POSITION DESCRIPTION

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The accounting associate will be directly involved in the accounting transactions, financial reports, statistical reports, accounts receivable, collections, revenue tracking, account reconciliation and legal requirements compliance. They are responsible for providing these services in an effective, efficient, timely, and accurate manner to ensure proper fiscal documentation and reporting.

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### ESSENTIAL FUNCTIONS

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#### **Responsibilities and Duties:**

1. Accurately performs day-to-day processing, posting, and deposits of cash receipts, accounts receivable transactions and accounts payable.
2. Timely ensures payment posting, accounts receivable follow-up, collections, and reimbursement management.
3. Collects and complies accurate statistical reports using both the electronic accounting systems and the electronic medical records system.
4. Prepares monthly graphs and charts of statistical data.
5. Conducts monthly reconciliation of bank accounts and general ledger accounts to ensure their accuracy.
6. Helps assemble information for external auditors for the annual audit.
7. Maintains an orderly accounting filing system for all financial documents.
8. Help provide financial data for annual budgets.
9. Reviews and interprets operational data to assess need for procedural revisions and enhancements.

10. Participates in the design and implementation of specific systems to enhance revenue and operating efficiency.
11. Analyzes trends impacting charges, coding, collection, and accounts receivable and take appropriate action to revise policies and procedures.
12. Keeps up to date with carrier rule changes and helps distribute the information within the practice.
13. Keeps supervisor apprised of changes in business operations, changes in contract requirements, and deviations in normal business processes.
14. Assist Chief Financial Officer with month end process.
15. Document accounts receivable, bank reconciliation, and general ledger reconciliation procedures.
16. Ensure confidentiality and security of all financial files.
17. Provide clerical and administrative support to management as requested

## **RESPONSIBILITES**

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*Other Duties/Responsibilities:* Perform other related duties as assigned.

*Supervision Received:* Works under the supervision of the Chief Financial Officer. Supervision is received through personal conferences, general observations of work in progress, and periodic review by supervisor of completed work.

*Supervisory Responsibilities:* None

*Budgetary/Fiscal Responsibility:* None

*Policy and Procedure Interpretation and Development:* Understands and complies with HealthWorks' fiscal policy and procedures. Assists in the development and updating of accounting and financial policies to ensure that written Policies and Procedures remain current and relevant.

*Contact with Others:* Daily interaction with HealthWorks staff and management; regular and ongoing interaction with patients.

## **JOB REQUIREMENTS/EXPERIENCE**

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**Education:** Minimum of AS Degree in accounting, finance, or business administration. Bachelors of Science Degree preferred.

**Knowledge, Skills, and Abilities:**

- Knowledge of accounting and generally accepted accounting principles.
- Knowledge of medical billing.
- Ability to create and run electronic medical record statistical report
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment.
- Knowledge of computerized accounting and electronic medical record systems.
- Knowledge of regulatory requirements of processing financial transaction and collections.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.
- Must be proficient in MS Excel, Charts, and Pivot Tables.

**Experience:** At least two years of experience in accounting. Prior Patient-Centered Medical Home or Federally Qualified Health Care experience is preferred. Preference will also be given to candidates with working knowledge of the MIP non-profit accounting software, as well as the EPIC electronic medical record system.

**Licenses/Certifications:** None

## **BEHAVIORAL EXPECTATIONS**

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**Service Excellence And Employee Engagement**

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to CHWC's mission, vision, and values.

**Physician & Community Relations**

- Works in partnership with Cheyenne Regional Medical Center, clinic physicians and other community providers.

### Financial Performance

- Demonstrates flexible and efficient time management and the ability to prioritize workload.

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## **PHYSICAL REQUIREMENTS**

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1. 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 upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand and communicate the English language effectively.  
Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions with various office equipment (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

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## **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. All HealthWorks facilities are tobacco-free

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## **EXPOSURE TO HAZARDS**

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Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

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## HOURS OF WORK / ATTENDANCE REQUIREMENTS

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Hours of work may vary, regular attendance is required.

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### TRAVEL

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Some travel may be required for conferences training purposes

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### BLOOD/FLUID EXPOSURE RISK

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**Blood/Fluid Exposure Risk: (Check the appropriate category**

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

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Employee Signature

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Date

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Supervisor Signature

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Date