

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK - HEALTH

General Summary:

Performs a variety of account keeping functions such as preparing and processing invoices, purchase orders, travel expense vouches, and contractual payments. Processes travel reports and county print orders. Serves as back-up for other department staff due to temporary absences or excessive workloads. Processes the department payroll, audits subcontracts for financial and contractual accountability, and prepares various financial reports.

Essential Functions:

1. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices against purchase orders and contracts and ensures that all billings are verified against a purchase order and have been received by the appropriate party. Codes invoices and charges them to the appropriate account.
2. Enters invoices into the payable system, runs reports and checks for accuracy, and forwards to the Chief Financial Officer for authorization. Files all pertinent information for vendor accounts.
3. Reviews time cards and ensures accuracy of hours worked and annual and sick leave used. Enters payroll information to the payroll system such as hours worked (regular and overtime), and leave (paid and unpaid). Compares total hours to categories such as hours worked, sick and annual leave used, overtime, holiday hours, and so forth to determine that all hours are accounted for. Prepares a variety of reports related to the payroll process.
4. Processes travel expense vouchers for payment by checking for proper documentation of claimed expenses, checking arithmetic calculations, and ensuring that proper vendor number account number, distribution number, and invoice are included. Enters information from the completed voucher into the county financial payable system for payment and forwards to the Chief Financial Officer for approval.
5. Receives print orders for department forms. Completes print orders including department name, name of the document to be printed, activity code, where the order is to be delivered, and specific printing information such as number to be printed, paper size, color, and weight.
6. Generates reports, computer spreadsheets to support various budget proposals, financial reports, departmental internal controls, grant claims, and other county required reports.

7. Audits monthly subcontracts for financial and contractual accountability with supporting documentation for payment approval. Communicates with subcontractors to obtain any missing documentation or error in monthly claims.
8. Interviews applicants and gathers information to determine eligibility for department programs including calculating annual incomes and financial status.
9. Completes special assignments by creating electronic spreadsheets and inputting data and formulas to produce the desired results.
10. Serves as back-up for other unit staff due to temporary absences or excessive workloads.

Other Functions:

11. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school graduation or equivalent.

Experience: One year of account keeping experience. Prefer experience with medical billing and computer software and equipment.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.

Ability to enter and retrieve information from computer.

Ability to access records and documents of the department.

Ability to operate copy machines and other office equipment.

Stooping, kneeling, and crouching to retrieve and put away supplies and materials.

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Ability to use a step stool to reach supplies.

Working Conditions: Works in office conditions.

