

**INGHAM COUNTY  
JOB DESCRIPTION**

**BOOKKEEPING COORDINATOR-ACCOUNTS PAYABLE - HEALTH**

**General Summary:**

Under the supervision of the Chief Financial Officer, oversees and participates in the accounts payable and payroll functions for the department. Prepares and processes invoices, purchase orders, travel expense vouchers, contractual payments. Processes travel reports county print orders, and bank deposits. Serves as back-up for other department staff due to temporary absences or excessive workloads. Serves as a lead worker of other department staff.

**Essential Functions:**

1. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices against purchase orders, receiving reports, authorizations, 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. Directs invoices that require signatures to the proper department and sorts and distributes all other mail to the appropriate unit or staff in the department.
3. Enters invoices into the payable system, runs reports and checks for accuracy, and forwards to Financial Services for payment.
4. Balances statements and files all pertinent information for vendor accounts. Provides information to vendors regarding statements as requested.
5. Reviews time cards and ensures accuracy of hours worked and annual and sick leave used. Enters payroll information to the computer such as. 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.
6. 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.
7. 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.

8. Coordinates processing of Ingham Health Care Plan specialty care payments. Includes determination for eligibility of services provided, verification of the cost for services, ensuring that costs are within Medicaid guidelines, and that a referral had been authorized by Health Department staff. Responds to questions about the program and communicates with service providers about rejected claims.
9. Serves as backup for other accounting office staff as necessary due to heavy workloads or temporary absences.

**Other Functions:**

10. 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. Prefer additional course work related to data processing and accounting.

**Experience:** Two years of experience involving accounting and data entry.

**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]:

Bending and stooping to access departmental files and records and operate equipment.

Ability to enter and retrieve information from a computer.

Periods of prolonged sitting to enter data to computer.

**Working Conditions:**

Works in office conditions.