

**INGHAM COUNTY
JOB DESCRIPTION**

**BOOKKEEPING COORDINATOR-ACCOUNTS RECEIVABLE -
HEALTH DEPARTMENT**

General Summary:

Under the supervision of the Chief Financial Officer, accounts for monies collected by the department. Summarizes daily departmental collections, ensuring compliance with cash handling procedures. Monitors and processes payments for departmental contractual obligations for physician and dentist services and off-site facility leases. Processes payments for contractual obligations monitored by other staff, registration fees, and other payables as needed. Researches and answers questions regarding payables from vendors. Assists other staff with computer accounting applications and the development of forms and spreadsheets.

Essential Functions :

1. Develops procedures and designs and creates forms for cash handling within the Health Department. Updates procedures and forms as necessary.
2. Develops computerized spreadsheets used for revenue reporting. Develops macros for spreadsheet applications and assists other staff with computer spreadsheet applications.
3. Receives, counts, and assigns account distribution to all monies received into the department from the various units.
4. Batches and totals cash deposits, inputs account distributions and amounts from daily cash receipts, and reconciles to total cash forwarded. Transfers data from daily Health Department input to the transmittal advise to the County Treasurer. Posts used receipt numbers to receipt book. Assembles receipt copies, receipt summaries, and transmittal advises for permanent files.
5. Prepares and inputs journal entries distributing various costs as well as adjustments and corrections to the general ledger.
6. Prepares contractual report for City of Lansing and Family Independence Agency expenditures. Runs general ledger reports, enters charges on report forms to establish current month reimbursement requests and year-to-date expenses and balances.
7. Processes returned NSF checks. Obtains information from receipt, contacts client to attempt collection, notifies appropriate department personnel to update client ledger, and posts returned check on the appropriate line item on the next transmittal to the County Treasurer.

8. Opens, date-stamps, and distributes mail. 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.
9. Maintains files and processes payments for contractual physician and dentist services and off-site facility leases. Processes payments for contractual obligations monitored by other staff, registration fees, and other payables as needed.
10. Processes conference and seminar registrations requests, advertising invoices, and other payables as needed. Corrects billings when errors are discovered.
11. Performs preliminary preparation of various billings before forwarding them for processing including ensuring that all supporting documentation is included and verifying the accuracy of amount charged and that charges are within program limits.
12. Researches and answers questions regarding payables from vendors.
13. Acts as “key operator” for department copiers in including training staff on copier use, assisting with unique operations, and resolving equipment malfunctions or contacting service technicians. Records individual user codes and prepares entries to distribute costs to all user units.

Other Functions :

14. 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.

