

<b>REPORTS TO:</b>	CAO/CFO
<b>REVISED:</b>	04/14; 04/18
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ADVANCING EXCEPTIONAL CARE by assisting in all aspects of the hospital accounting system. This will include some accounts payable, payroll accounts receivables, general ledger and other financial processing. Records and processes daily hospital financial activities to ensure appropriate entries are made and internal controls are adhered to in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center.

**QUALIFICATIONS:**

**Education and/or Experience**

- One (1) year certificate from college or technical school; or three (3) to six (6) months related experience and/or training; or equivalent combination of education and experience

**Certificates, Licensure, Registrations**

- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Non-Clinical Staff](#)

	<b>Essential Job Duties and Responsibilities</b>
1.	<p>Informs Business Office Manager of bank balances daily.</p> <ul style="list-style-type: none"> <li>• Serves as back up to the A/P Clerk as needed.</li> </ul>
2.	<p>Maintains recurring journal entries.</p> <ul style="list-style-type: none"> <li>• Monitors assignment of appropriate general ledger account numbers.</li> <li>• Keys in journal entries.</li> <li>• Monitors patient charges as assigned.</li> <li>• Follows up on outstanding checks.</li> </ul>
3.	<p>Submits financial info to databank monthly.</p>
4.	<p>Coordinates the verification, preparation and processing of payroll.</p> <ul style="list-style-type: none"> <li>• Maintains payroll changes and prints reports as needed.</li> <li>• Assists in the coordination and review of the facilities payroll system; makes recommendations for improvements.</li> <li>• Ensures the timely processing of payroll and tax reports to the federal, state and local governments.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>Investigates problems and complaints about payroll issues; payments, wages, deductions, etc. Makes necessary corrections or changes and completes documentation.</li> <li>Ensures all payroll information is completed, coded correctly and entered accurately into the computer system.</li> </ul>
5.	Verifies daily cash transmittal by totaling and balancing to amount received by cashiers to ensure cash collected is properly recorded.
6.	Prepares bi-weekly payroll. <ul style="list-style-type: none"> <li>Prepares federal and state withholding deposits.</li> <li>Prepares quarterly and annual reports, W-2 prep.</li> <li>Verifies time and attendance sheets.</li> </ul>
7.	Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations. <ul style="list-style-type: none"> <li>Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>Regularly attends Department huddles</li> <li>Completes tasks as outlined on Department Huddle Board</li> </ul>
8.	Performs other duties as assigned.

**ESSENTIAL Work Environment & Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Physical Activity</b>	<b>Not Applicable</b>	<b>Occasionally (0-35% of day)</b>	<b>Frequent (36-66% of day)</b>	<b>Continuous (67-100% of day)</b>
Sitting				<b>X</b>
Standing		<b>X</b>		
Walking		<b>X</b>		
Climbing	<b>X</b>			
Driving		<b>X</b>		

Lifting (floor to waist level)		40 lbs	25 lbs	5 lbs
Lifting (waist level and above)		40 lbs	25 lbs	5 lbs
Lifting (shoulder level and above)		40 lbs	25 lbs	5 lbs
Carrying objects		X		
Push/pull		50 lbs	5 lbs	5lbs
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation				X
Pinching/fine motor activities				X
Keyboard use/repetitive motion				X
Sensory Requirements		Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision			X	
Far Vision			X	
Color Discrimination		X		
Depth Perception			X	
Hearing			X	

<b>Environment Requirements</b> <i>Occupational Exposure Risk Potential</i>	<b>Not Anticipated</b>	<b>Reasonably Anticipated</b>
Bloodborne Pathogens	X	
Chemical	X	
Airborne Communicable Disease	X	
Extreme Temperatures	X	
Radiation	X	
Uneven Surfaces or Elevations	X	
Extreme Noise Levels	X	

Dust/Particulate Matter					<b>X</b>
Other (List)					
<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>	
Usual workday hours	<b>X</b>				
Regular, punctual attendance for assigned shifts	<b>X</b>				
Available to work overtime	<b>Occasionally</b>				

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description for which you are applying and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_