



POSITION:	ACCOUNTING CLERK
REPORTS TO:	ACCOUNTING MANAGER, FRESNO
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	NON-EXEMPT

**BASIC FUNCTIONS:**

Under the supervision of the Accounting Manager, the Accounting Clerk maintains cash receipts, receiving/logistics, deposit checks, maintain fixed assets schedule, and including other financial records of Valley Health Team, Inc. Experience in accounting with sufficient knowledge, skills and experience to accomplish necessary tasks of the position are required. Performs cash receipt and receiving functions according to VHT's policies and procedures. Works closely with VHT's managers and staff to ensure compliance, with imposed rules and regulations, which are dictated by funding sources.

**DUTIES AND RESPONSIBILITIES:**

Cash Receipt:

1. Post deposits and incoming cash transfers in accounting software. Responsible for cash receipts journal from all the sites.
2. Physically go to the bank and deposit the funds into VHT's bank accounts.
3. Assist in establishing departmental controls and procedures to achieve compliance with Federal and State requirements, including the safeguarding of assets.
4. Verify and reconcile errors on computer printouts to maintain accounting records.
5. Prepare special reports as requested by management.

Receiving:

1. Responsible for the oversight of receiving, inventory and supply functions at VHT site(s).
2. Manages relationships with service and supply vendors.
3. Directs selection and implementation of systems and procedures effecting receiving activities and policies.
4. Contributes to the progress and development of the organization's adopted compliance program.
5. Communicates with management and staff to educate and enforce policies and procedures associated with Receiving for VHT.
6. Works closely with the Finance staff to provide closed POs, purchasing requisitions, packing list, including other supportive documentation related to the item(s) received (for payment processing).
7. Thorough understanding of inventory control, contract, shipping and receiving regulations, according to VHT's policies and procedures.
8. Knowledgeable in creating and updating spreadsheets, and maintaining applicable software.
9. Must be able to demonstrate effective organizational skills.
10. Outstanding ability to work effectively with others, and in a team environment.
11. Knowledge of Valley Health Team's Employee Handbook, including Policies and Procedures.
12. Has knowledge of HIPAA, HRSA and Joint Commission requirements.

Fix Asset:

1. Record fixed asset acquisitions and dispositions in the accounting system.
2. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
3. Review and update the detailed schedule of fixed assets and accumulated depreciation.
4. Conduct periodic physical inventory counts of fixed assets.

5. Prepare audit schedules relating to fixed assets, and assist the auditors in their inquiries.
6. Track company expenditures for fixed assets in comparison to the capital budget and management authorizations.

General:

1. Contributes to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
2. Work cooperatively with all staff members and outside sources in a professional manner.
3. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
4. Capable of writing reports, business correspondences and procedures.
5. Ability to effectively present information and respond to questions from managers, staff, vendors and the general public.
6. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
7. Practice CICARE phone etiquette during all phone interactions.
8. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
9. Respect privacy and dignity of our patients, family members, visitors and co-workers.
10. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
11. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
12. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
13. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
14. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. Associate degree (AA) in Accounting or Finance, or a Certificate in Accounting from an accredited two or four year college or university.
2. Two to four years related experience and/or training or equivalent combination of education and experience.
3. Knowledge of Accounting practices, theories and GAAP principles.
4. Experience in healthcare industry desired.
5. Must be computer literate and have working knowledge of computerized accounting and MS Office Suite (e.g. Outlook, Word, Excel, Access, Visio, etc.).
6. Must have Advanced level experience in Excel using formulas and Pivot tables.
7. Modern office practices and procedures (including email).
8. Requires excellent attention to detail.
9. Must have strong aptitude for research and problem solving.
10. Ability to exercise discretion and independent judgment with respect to significant matters.
11. Strong project management, organization, and analytical skills.
12. Be self-motivated and have the ability to prioritize work and meet deadlines.
13. Excellent Customer Service skills (preferable within a service industry) to create and maintain effective and positive working relationships with internal and external customers.
14. Excellent oral and written communication skills – be able to provide information in a clear and concise manner; good interpersonal skills.
15. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
16. MAS 100 is strongly preferred
17. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** 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.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that VHT's Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date