

CHELAN-DOUGLAS HEALTH DISTRICT

CLASSIFICATION DESCRIPTION

TITLE: Fiscal Assistant Exempt Non-Exempt

DEPARTMENT: FISCAL

SALARY: Line E of wage scale.

Required to become a member of the local collective bargaining unit? Yes No

GENERAL DESCRIPTION:

This position is responsible for providing fiscal services in support of Health District programs. The Fiscal Assistant assists in managing Health District accounts receivable, accounts payable, and cash management functions. Responsible for reconciling outreach clinics, petty cash fund and postage account. Daily receipting of payments received in the mail. Acts as backup for other fiscal responsibilities as needed.

TYPICAL WORK:

Work related to accounts receivable including billing Medicaid, Medicare, adult health, funeral homes, and Environmental Health client billing. Generates timely billings and reconciles payments on account. Reviews monthly aging reports and makes an attempt at collection.

Work related to accounts payable including compiling expense vouchers into weekly voucher packets, maintaining voucher records, securing W-9 statements from vendors, assisting Accountant in electronically processing payables and sending year end 1099s.

Work related to cash Management including reconciling daily reports and generate deposit and deliver to the Chelan County Treasurer daily. Open drawer in morning and closeout drawers at end of the day. Secure daily cash intake. Manage petty cash and outreach clinic cash.

Other duties include picking up and delivering Health District correspondence to and from Chelan County. Maintaining filing system for shared use by other fiscal staff, processing interoffice and outgoing mail, cover front counter if needed, act as back-up Deputy Registrar in Vital Statistics and act as backup for other accounting functions as needed.

SPECIFIC KNOWLEDGE AND ABILITIES:

- Knowledge in general office practices, including strong mathematical skills and ability to reconcile data.
- Knowledge of accounting principles and practices.
- Knowledge of computers and various software programs such as Microsoft Word and Excel preferred.
- Ability to learn and utilize specialized software programs
- Ability to use a 10-key calculator and type a minimum of 40 wpm required.
- Ability to communicate effectively verbally and in writing to a diverse staff and clientele.
- Skills in organizing, prioritizing, and handling multiple tasks simultaneously.
- Ability to work with details and analyze data for correctness with a high degree of accuracy.
- Ability to work effectively with others in a creative team environment.
- Ability to manage multiple issues with varying priorities and to meet deadlines.
- Ability to project positive professional image to employees and the public.
- Ability to converse with staff on a variety of levels while maintaining focus and confidentiality
- Ability to work with minimal supervision.

MINIMUM QUALIFICATIONS:

1. Two-year accounting degree plus two years working as assistant to an Accountant or four years of experience in a position comparable to this classification.
2. Working knowledge of accounts payable and accounts receivable.
3. Computer literate in the areas of databases, spreadsheets, word processing, electronic billing and filing.
4. Ability to work with people in a compassionate but firm manner.
5. Possess or have the ability to acquire a Washington Driver's License within 30 days of employment.
6. Ability to multitask and meet deadlines.

DESIRED QUALIFICATIONS:

Four year accounting degree or equivalent.
Advanced experience with spreadsheets
Medicaid/Medicare billing experience
Familiarity with the Health District or government accounting fiscal operations

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. Work is performed primarily in an office setting.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, hand or feel. The employee is frequently required to talk and hear. The employee is frequently required to stand, walk, climb stairs, and reach with hands and arms. The employee may occasionally bend or lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, with the majority of time spent viewing data and numbers on a computer. The noise level in the work environment is usually quiet to moderate.



Approved by Administrator

5/25/2017

Date