



PERSHING GENERAL HOSPITAL AND NURSING HOME

Role Summary

TITLE: Financial Services Accountant
DEPARTMENT: Financial Services
REPORTS TO: Chief Financial Officer

FLSA STATUS: non-exempt
EFFECTIVE DATE: September 1, 2019

DIRECTOR SIGNATURE: DATE:

HUMAN RESOURCE SIGNATURE: DATE:

PHILOSOPHY STATEMENT

Pershing General Hospital and Nursing Home is the leader in quality health and wellness services for the people of Pershing County and the surrounding communities. We serve our patients and communities with clinical excellence, convenience, and individual attention.

We seek team members who are caring, competent, adaptive, and who strive for continuous learning and to become multi-skilled. We look for people who will join our team to provide outstanding customer service to everyone every day. We need people who want to actively contribute toward our vision and goal to provide excellent, quality health care.

ROLE OVERVIEW

Prioritizes work activities to ensure that accounts payable, payroll, and the Patient Trust Account are managed accurately, timely, and according to established policies and procedures. Prepares state and federal payroll reports. Performs record keeping activities that ensures accurate documentation of payment transactions. Prepares routine general ledger entries and individual account reconciliations. Performs basic bank reconciliations and compiles statistics as applicable. May prepare or support required financial and statistical reports. Accomplishes all assigned duties with a minimum amount of supervision or instruction. Other duties as assigned. This position reports directly to the Chief Financial Officer.

MINIMUM QUALIFICATIONS

- Education/Experience: High school education or GED. Experience in a hospital or healthcare environment preferred. Associates degree in related field preferred.
Technical Skills: Manual dexterity and physical agility to operate al equipment. Must have proficient computer skills including Microsoft Office Suite as well as the ability to quickly learn Pershing General Hospital's software system. Ability to operate personal computers and relevant software. Ability to operate a keyboard and 10-key. Perform basic mathematical skills to process financial information. Basic bookkeeping and reconciliation skills related to general ledger and preparing reports from underlying records. Ability to follow instructions and perform tasks leading to discovery and prevention of bookkeeping and reporting errors.
Other qualifications/certificate/license: Must be detail-oriented. Ability to obtain certification as a Notary Public with the State of Nevada.
Behavioral Competencies: Support Pershing General Hospital and Nursing Home vision and mission. Maintain confidentiality of all work information. Demonstrate an ability to function successfully in a team environment. Exhibit courteous, compassionate and respectful treatment of internal and external customers. Displays a positive attitude and flexibility in changing situations. Participates in identifying problems and suggesting solutions. Compliance with PGH standards of conduct and ethics.
Supervisory Responsibilities: May supervise day to day transactional work of the fiscal services clerk.

- **Other:** All positions at Pershing General Hospital and Nursing Home are safety sensitive positions due to the contact with patients and the nature of the healthcare business.

ESSENTIAL FUNCTIONS/ACCOUNTABILITIES

1. Exhibits behaviors that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home and the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
2. Demonstrates effective skills with the communication, organization and management of assigned work.
3. Compiles, reviews, reconciles, and processes invoices according to contract terms to ensure accurate and prompt payment. Provides information to vendors when problems or questions arise regarding invoices and check requests to ensure timely and accurate resolution and services.
4. Reviews and implements printing of accounts payable checks while processing them with accuracy on a bi-weekly basis.
5. Ensures all necessary paperwork is completed and given to Chief Financial Officer, so a new accounts payable vendor may be added to CPSI system.
6. Delivers Pershing General Hospital and Nursing Home's mail each evening, with assistance from the Chief Financial Officer.
7. Maintains with the Patient Account Representative the Long Term Care residents Patient Trust Account and the petty Cash Box, and is held accountable for the correct and accurate documentation and reconciliation of the Patient Trust Account and Petty Cash in the Fiscal Services Office.
8. Reviews, implements, processes payroll bi-weekly; including pay checks, direct deposit stubs and reports. Completes payroll timely and accurately. Maintains and distributes report to CEO, CFO, CNO, COO and managers bi-weekly as applicable.
9. Processes badges to be used with time clock and as identification as an employee of Pershing General hospital.
10. Transfers payroll funds through Wells Fargo Bank online when CFO is unavailable. Processes payroll taxes if CFO is unavailable.
11. Works closely with Human Resources processing employee benefits, insurance deductions, child support, garnishments and IRS special deductions.
12. Other assignments related to accounting and financial tasks as may be assigned by Administration.
13. Ability to identify problems, issues and bring forward with possible solutions to Chief Financial Officer for discussion and resolution.
14. May supervise day to day transactional work of the fiscal services clerk.

In addition to the responsibilities described above, the role may include other responsibilities and duties as assigned on occasion, based upon Pershing General Hospital and Nursing Home's needs or requirements.

WORKING ENVIRONMENT

Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient and Hospital financial record confidentiality at all times. Reports to work on time and as scheduled. Attends annual review. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

- **MATERIAL AND EQUIPMENT USED:** computer, calculator, printer, scanner, telephone, and facsimile machine
- **HAZARDOUS EXPOSURE CATEGORY:** See Addendum Page

- **AGE SPECIFIC REQUIREMENTS:** Demonstrate the ability to work with patients in the age group specific to the environment of care as necessary. Depending upon the environment of care, the following age groups are considered:
_____ premature infant (24-37 weeks gestation)

- infant (28 days to 1 year)
- toddler (1 to 3 years old)
- preschooler (3 to 6 years old)
- school age (6 to 12 years old)
- adolescent (12-18 years old)
- adult stages (30-60 years old)
- older adult (65 years and older)

PHYSICAL REQUIREMENTS

- **LIFTING REQUIREMENTS** See Addendum Page
- **PHYSICAL REQUIREMENT & FREQUENCY** See Addendum Page

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individual are encouraged to discuss potential accommodations with the employer.

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Medium lifting (20 - 50 pounds) is occasionally required.

I have read the role summary and its attachments and understand the responsibilities.

Employee Signature

Date

Physical Requirement

Hazardous Exposure Category: Place an "X" in the appropriate category:

- I. _____ Inherent potential for contact with blood, body fluids or tissues. *Appropriate protective measures are required for every employee engaged in Category I tasks.*
- II. _____ No exposure to blood, body fluids, or tissues, but potential for exposure in usual work. *Employees performing Category II tasks don't need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.*
- III. X No exposure to blood, body fluids, or tissues in typical work situations.

Lifting Requirements: Place an "X" in the appropriate category:

_____ **Sedentary work** - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

_____ **Light work** - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.

X **Medium work** - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.

_____ **Heavy work** - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.

_____ **Very heavy work** - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

Physical Requirements & Frequency Place an "X" in each box that is appropriate to the role:

Never = 0% Occasionally = 1-33% , 1 to 3 hrs/day Frequently = 34-66%, 3-5 hours/day Constantly = 67-100%, 6-8 hrs/day

To be moved: include weight of object and distance carried.		Description of movement: lift, lower, push, pull, carry, reach above.				N	O	F	C
Patients:						X			
Supplies:							X		
Equipment						X			
Physical	N	O	F	C	Physical	N	O	F	C
Standing		X			Fingering				X
Walking		X			Handling		X		
Sitting				X	Feeling		X		
Stooping			X		Visual acuity: near				X
Kneeling	X				Visual acuity: far	X			
Squatting			X		Depth perception	X			
Climbing	X				Color discrimination				X
Balancing	X				Peripheral vision		X		
Other					Talking			X	
Reaching - above shoulder		X			Hearing			X	
Reaching - at/below shoulder		X			Running	X			
Grasping			X		Other				
Physical Surroundings	N	O	F	C	Environmental Conditions	N	O	F	C

Cold (50 degrees F or less)	X				Chemicals	X			
Heat (90 degrees F or more)	X				Gases, fumes		X		
Dampness	X				Dust	X			
Inside work				X	Radiation	X			
Outside work	X				Other				
Walking Surface		X			Vibration	X			
Heights	X				Noise		X		