



Otero County Department of Human Services
is accepting applications for an
Accounting Clerk/Biller - Adult Services Division

- Performs a variety of accounting and billing tasks to include tracking deliverables, maintaining tracking systems, verifying documentation for program compliance, and submitting payment corrections into the state prescribed system.
- Requires knowledge of bookkeeping, office practice, and case management documentation as it pertains to deliverables and accuracy.
- Monthly salary starting at \$3,340.
- Requires an AA degree and 2 years' experience. Substitutions considered.
- Flexible schedule available.
- Some remote work possibilities after 6 months.
- Open until it's filled.
- Application and position description are available at the **Colorado Workforce Center**, www.connectingcolorado.com, 719-383-3191.
- Turn applications into **Colorado Workforce Center**.
- Not all applicants will be contacted.
- Equal Opportunity Employer.

OTERO COUNTY DEPARTMENT OF HUMAN SERVICES
ACCOUNTING CLERK/BILLER – OLTC

Department Head Approval  Date 9/25/23

Commissioner Approval  Date 9/25/23

GENERAL STATEMENT OF DUTIES

Position performs skilled accounting and office clerical work. Performs clerical assignments, which include the responsibility to determine individual methods or practices based on interpretation of existing procedures. Assignments are varied and require skill in organizing and prioritizing tasks.

DUTIES

Maintains and analyzes OLTC fund account; monitors, reviews and projects expenditures for Options for Long Term Care program. Prepares documents for reimbursement of state and federal funding. Reviews transactions to assure accuracy and conformance to rules, regulations, and procedures. Reconciles OLTC payments from the state.

Reviews case management documentation to ensure it meets criteria for payment.

Prepares and submits billing forms as required by Colorado Department of Health Care Policy and Financing.

Obtains initial and ongoing training to ensure proper billing procedures are met in order to maximize the funding received by Otero County.

Tracks contract deliverables and works with case management and supervisory staff to ensure all deliverables are completed timely and accurate payment is received.

Prepares reports as necessary and requested by manager or director.

Provides routine information by phone and to visitors; assists clients with requests, referring unusual situations to supervisor or appropriate department.

Develops and maintains tracking systems as needed for various programs.

Notifies appropriate personnel of incomplete or incorrect accounting documentation and requests revised paperwork or additional information.

Answers questions concerning payments, deadlines, etc., and procedures used to process transactions by department.

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Maintains records and documentation for audit purposes for county and state. Maintains filing system to ensure quick and easy access to financial information.

Other duties as assigned including providing back up for receptionist.

JOB REQUIREMENTS AND DIFFICULTY OF WORK

Some understanding of bookkeeping. Knowledge of office practices and procedures. Knowledge of generic accounting documents such as receipts, vouchers, journals, ledgers, invoices and their uses in the accounting system. Knowledge of bookkeeping practices and procedures. Ability to make mathematical computations rapidly and accurately. Ability to learn a variety of bookkeeping and accounting principles, techniques, procedures, and methods. Ability to learn OLTC requirements for billing, funding and reimbursement. Ability to organize deliverables in a way that ensures compliance. Ability to operate office machines; basic skills in operating automated accounting systems, including data entry, reconciling input to output, solving problems, retrieving reports. Ability to adapt to new procedures, practices, techniques, etc.; ability to identify problems, errors or irregularities and resolve or refer them to the supervisor. Must have basic computer skills and be proficient in Excel.

Performs tasks which require the knowledge of rules, regulations, procedures, and methods governing the type of accounting transactions, Employees at this level are expected to perform standard work assignments with little supervision.

RESPONSIBILITY

Position is expected to resolve problems. Supervisor looks at final results to ensure compliance with rules, regulations, and policies. Position makes choices and takes initiative in performing a variety of assignments or tasks. Errors in the majority of the work could have a significant financial impact and would cause adverse effects on agency operations.

MINIMUM QUALIFICATIONS

Education: AA in Business related field or Experience:
Two years in job related field

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance
Reliable transportation

ESSENTIAL FUNCTIONS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The work is performed in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 10 pounds. The noise level in the work environment is usually moderately quiet.

PERSONAL WORK RELATIONSHIPS

Contacts are with the public, department units, auditor, county and state office for the purpose of explanation of rules, regulations, policies, and procedures required in order to render service, carry out policies, and maintain coordination.

POLICY REOUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature_____ Date_____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.