

Position Description

General Statement of Duties

Clerical position will include but not limited to the following duties. Accounting tasks such as documenting and preparing financial reports, processing and recording financial transactions and managing the accounts of the office of the Public Administrator and their Wards. Answering phones, scheduling appointments as needed, greeting wards, vendors and other people that come to the office. Using computers, checking and sending emails, creating records in our EMS system.

Qualifications

Starting Pay

\$16.00 - \$17.00/hour based on experience, 40 hour work week 8am – 430pm

Experience

Experience in Microsoft Office software suite, required.
Understanding of medical terminology, not required.

Skills & Abilities

Operate a computer.
Read, speak, write, and understand English for the purpose of following written policies and procedures, completion of reports, and communicating with others in the work setting.
Understand, adapt to, apply, and communicate policy and procedural changes.
Approach work requirements in a methodical and conscientious manner.
Prioritize tasks and follow them through to completion in a timely manner, with minimal supervision.
Manage multi tasks simultaneously.
Consistently arrive at work on time, and maintain excellent attendance.
Identify, assess, and resolve problems in a timely fashion.
Develop and maintain effective working relationships with coworkers, wards, and family members of wards.
React calmly and effectively in emergency and stressful situations.
Maintain work area in a neat and orderly manner.
Professional
Effective communication skills, De-escalation skills.
Excellent work ethic.

Essential Functions

Enter and maintain insurance coverage and related demographic information in the EMS system.

Assist in all initial applications and re-certification applications for our wards in a timely manner to prevent a lapse in coverage.

Assist and work closely with community and governmental agencies, including Social Security, Medicaid, Medicare, and private insurance companies to assist wards in resolving insurance problems.

Bring to the attention of the Chief Deputy or the Deputy any insurance or coverage issues.

Assist in maintaining account statements in the EMS reporting system.

Enter detailed records in the billing system of all activities taken on an account of our wards.

Attend staff meetings and departmental trainings.

HIPPA certified

Familiar with ledgers, banking statements and accounting practices.

Other Functions

Participate in organizational process improvement.

Other duties and/or tasks that may be assigned on an as-needed basis.

Equipment & Software

Computer and computer-related equipment.

Microsoft Word, Excel, Power Pointe and Adobe software.

Facsimile and copy machines.

Telephone.

EMS reporting system.

Other equipment and tools necessary to perform the functions of the position.

Job Relationships

Supervision by: Chief Deputy

Workers supervised: None

