

| <b>South Howell County Ambulance District<br/>Job Description</b> |   |
|---|---|
| <b>Operational Area:</b> Administration/Billing                   | <b>Job Title:</b> Accounts Payable Specialist   |
| <b>Reports to:</b> Accounting Supervisor                          | <b>Reports From:</b> N/A  |
| <b>FLSA Status:</b> Non-Exempt                                    |   |
| <b>Prepared By:</b> Jolaine Lashley                               | <b>Reviewed By:</b> Nesa Leatherwood, Charles Rader<br><b>Approved by Board:</b> April 16, 2019 |
| <b>Original Date:</b> 04/2019                                     | <b>Revised:</b>   |

### **SOUTH HOWELL COUNTY AMBULANCE DISTRICTS MISSION STATEMENT:**

South Howell County Ambulance District is, and will remain, “THE Difference in EMS Care” through our passionate commitment to excellence in patient care. We will accomplish this by: Living our Values, (Dedication, Accountability, Integrity, Teamwork); Striving tirelessly to serve our community by providing the best ALS, BLS, and non-emergency medical transport; Providing the best education and training for our professional staff; Promoting public CPR, first aid and other public safety courses, and Continually improving our level of organizational performance and quality

### **ADMINISTRATIVE/BUSINESS OPERATIONS SUPPORTIVE MISSION:**

Administrative/Business operations purpose is to ensure that the Federal, State, local regulations/laws comply, that proper billing, receiving and accounting of revenues are maintained, that policy/procedure writing and compliance of such, (in accordance with the will/direction of the Board of Directors), are followed. It also provides the top-level operational command structure for all District staff and department heads. When functioning at a high moral and efficient level this department provides the needed financial, logistic, administrative support and talent management skills required to support all departments and the Districts primary mission of providing emergency services to the public.

### **SUMMARY OF THE FUNCTION OF THIS POSITION:**

This is a vital position within the company for maintaining business operations; responsible for providing financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

### **QUALIFICATIONS AND/OR WORK EXPERIENCE TO MEET/SUPPORT EXPECTED PERFORMANCE:**

- *Education:*
  - High school diploma or GED required, Associates or bachelor’s degree in accounting or business preferred.
  - 2 + years’ experience in accounts payable.
- *Work History/Skills:*
  - Knowledge of general accounting principles, regulatory standards and compliance requirements.
  - Computer use for internet-based software access and has experience with QuickBooks, Microsoft Office (word, excel, PowerPoint, outlook).
  - Problem solving skills (individually or a group setting).
  - Works independently or as a team member.
  - Interaction with internal and external customers.
  - High degree of accuracy, attention to detail and confidentiality.
  - Strong organizational and time management ability.

- Excellent data entry ability.
- Demonstrates a sense of urgency and ability to meet all deadlines.
- *Communication Skills:*
  - Must understand and effectively communicate the English language for verbal and written communication.
  - Must be able to hear, read and comprehend English to effectively follow through on simple to complex instructions.
  - Must be able to write and/or type out understandable simple to complex sentences.
  - Effectively present information one-on-one and small group situations to customers and other employees.
- *Computer Skills:*
  - Perform formula functions for reports/data in excel.
  - Retrieving data from the server and enter data into web-based programs.
  - Proficient in Word, Excel, PowerPoint and Outlook.
- *Math Skills:*
  - High level of math ability related to accounting, statistics and data collection/analysis
- *Credentials:*
  - BLS for healthcare workers, valid Missouri Class F driver's license

### **PRIMARY JOB RESPONSIBILITIES/COMPETENCIES:**

1. Complies with Federal, State regulations as well as internal practices to ensure accounting processes are ethical, moral and are handled with a high level of legal and ethical standards.
2. Consistently performs at a high level of accounting practices.
  - a. Quickly reports to department head/administrator for issues related to accounting.
  - b. Advises managers and administration on ways to improve fiscal processes
  - c. Reviews expense streams to monitor spending and contain costs without compromising a department's primary mission and provides feedback to department heads and staff on methods to contain costs.
3. Reviews all information on invoices to insure invoices are billed accurate and appropriately before payment is made.
  - a. Operates with few mistakes or oversights in fiscal performance.
4. Provides administrative support, document preparation/review and creating/editing excel spreadsheets for data review.
  - a. Effectively assesses complex financial data to address the current and future progress of the district and its operations.
  - b. Runs reports as needed to maintain performance and to review quality of work.
5. Utilizing internet and various Microsoft programs (Outlook, word, excel, etc.)
  - a) Assist with creating/reviewing/editing documents
6. Maintaining any required certifications.
7. Keeps workstation, self and department in professional appearance.
  - a. Interacts with internal and external customers in a calm professional manner.
8. Complies with all HIPAA laws and internal practices.
9. Comply with South Howell County Ambulance's Policy & Procedures guidelines.
  - a. Comprehensive knowledge of the Districts guiding documents to include job description, department/human resource policy/procedures, mission, vision and value statements.
10. All other duties assigned by Accounting Supervisor.
11. Attends the monthly Board of Director meetings to answer accounting related questions and takes meeting minutes. Provides checks and balances within the District's fiscal system by having direct access to Board of Directors of any suspicious fiscal practices

*Note: The above are not the exhaustive list of accountabilities and competencies. Other duties may be assigned which may or may not be related to the primary responsibilities yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission and insofar as such are not retaliatory, designed to be discriminatory or create a hostile work environment.*

Measurable Performance Grouping – related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District’s policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise.
- *Reasoning/Problem Solving Abilities* – high level of reasoning is required, must be a self-motivator in solving problems, must be able to work through a solution in billing etc. and not give up.
- *Customer Service* – must be patient and not prone to anger or become easily frustrated, must speak in clear controlled pleasant tones as this job entails working with the public as well as communicating with insurance companies etc.

**SHIFTS, HOURS WEEKLY, OVERTIME, TRAVEL:**

- This position can be part-time (16 – 24 hours) or full-time (40 hours) per week
- Overtime may be required/mandatory depending on work load
- Travel will be required to attend training etc. and could include overnight stays

**PHYSICAL REQUIREMENTS OF JOB TASKS:**

*Note: the “intermittent” – “Constantly” definitions cover all this section of physical requirements. You can reference the standing subsection, walking subsection etc back to these definitions. All may be performed during initial or return fitness for duty testing, patient care situations or training sessions*

**INTERMITTENT** is on an "on and off again" basis;

**RARELY** = <1 % of the time

**OCCASIONALLY** = 1 - 33% of the time

**FREQUENTLY** = 34 - 66% of the time

**CONSTANTLY** = 67-100% of the time

Percentage of work day and/or intermittence is noted if appropriate. **N/A denotes "not applicable."** Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

**STANDING:** Occasionally

**WALKING:** Occasionally

**SITTING:** Constantly

**DRIVING:** Intermittent

**BALANCE:** Intermittent

**TWIST OR TURN:** Occasionally

**BEND/STOOP:** Occasionally

**CROUCH/SQUAT:** Occasionally

**CRAWL/KNEEL:** Occasionally

**PUSH/PULL:** Occasionally

**CARRY:** Occasionally

**USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:**

**SHOULDER TO OVERHEAD:** Occasionally

**WAIST TO SHOULDER:** Occasionally

**KNEE TO WAIST:** Occasionally

**FLOOR TO KNEE:** Occasionally

**EXTENSION/FLEXION:** Frequently

**HANDLING/GRASPING:** Frequently

**SPEAK/HEAR REQUIREMENTS:** So as to function in an office

**VISION REQUIREMENTS:** So as to function in an office utilizing paper print, computer screens etc.

**LIFTING and/or CARRYING:**

- 1 -10 lbs.           Frequently
- 11 - 20 lbs.       Frequently
- 21 - 30 lbs.       Frequently
- 31 - 50 lbs.       Occasionally
- 51 - 75 lbs.       Rarely
- 76 - > 100 lbs.   Rarely

**POSSIBLE JOB MODIFICATIONS:**

- A. *South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class*
- B. *This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies and physical requirements of the position*
- C. *This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason*

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**Review and signature section:**

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell's job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print then sign name and date below:

Printed Employee Name: \_\_\_\_\_

Printed HR/Department Head/Supervisor Name: \_\_\_\_\_

Employee Signature and date: \_\_\_\_\_

HR/Department head/ Supervisor Signature and date: \_\_\_\_\_