



North Sound BH-ASO

2021 E. College Way, Suite 101, Mt. Vernon, WA 98273

Phone: (360) 416-7013 Fax: (360) 899-4754

www.nsbhaso.org

NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Accounting Specialist
REPORTS TO:	Senior Accountant
ASSIGNED TEAM:	Fiscal
FLSA STATUS:	Exempt
CLASSIFICATION:	Grade 33

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

The Accounting Specialist provides a variety of accounting support services for the financial operation of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), including accounts payable, accounts receivable, payroll, cash receipts, contract reconciliation, and financial report preparation. This position is a member of the Fiscal Team, one of North Sound BH-ASO's four core teams, overseeing fiscal and business operations.

ESSENTIAL JOB FUNCTIONS

1. Maintains manual and automated financial ledgers, ensuring accurate posting and tracking of all contract expenditures and revenues; reconciles ledgers with financial system; compiles financial data and develops financial reports as necessary.
2. Responsible for accounts payable function including preparing invoices for payment, inputting into system, processing payments, and reconciling between accounting systems.
3. Prepares and maintains files and documents related to inpatient psychiatric claims processing, payments, and denials.
4. Communicates regularly with HCA/DSHS, vendors, and other ASOs as required.
5. Assists with accounts receivable function.
6. Monitors outstanding billings until completion, ensures accurate posting and tracking of all billings in the financial ledgers and financial system; balances accounts receivable records to other accounting records as required.
7. Receives, processes, and deposits cash receipts from accounts receivable and other sources; prepares treasurer's transmittals and bank deposits following established procedures.
8. Posts receipts in manual and automated records; categorizes balances and reconciles receipts and bank statements. Distributes and cancels warrants.
9. Processes payroll in a timely, accurate manner. Reviews and audits employee time records; determines appropriate project allocations; reviews for appropriate signatures, payroll codes, categories, calculations and comments for accuracy and completion.

10. Prepares IRS quarterly tax forms, Employment Security and Labor & Industries quarterly payments.
11. Maintains employee payroll records for such categories as sick leave, vacation, overtime, and hours worked. Records employee salary and history changes such as hours worked, promotions, position names and numbers. Prepares monthly, quarterly, and yearly payroll reports. Reconciles subsidiary ledgers to control accounts.
12. Enters accounting-related data records manually or on a computer terminal; sets up and maintains files and filing systems; retrieves information from files or terminal and provides to authorized parties as appropriate; proofs and corrects work entered; purges files of obsolete or incorrect information; research, finds, and corrects errors.
13. Develops and performs financial contract reconciliation functions up line and down line.
14. Assists employees, contractors, vendors, and auditors by answering questions, explaining policies, procedures, and schedules.
15. Assists the Senior Accountant in budgeting, procedures and change in policies, procedures as required.
16. Prepares Federal/State financial reports as needed.

OTHER JOB FUNCTIONS

1. Attends staff meetings, training courses, and seminars as requested.
2. Performs other duties and special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Specialized accounting principles and practices required by assigned subsystems including accounts payable, accounts receivable, payroll, grant accounting, and BARS.
- Basic mathematics and computer spreadsheets.
- Proficient with MS Office programs such as Word and Excel and accounting software, such as QuickBooks.

Ability to:

- Concentrate on accuracy of details; work rapidly and accurately with names, numbers (including arithmetic calculations) and codes.
- Maintain confidentiality of working information.
- Exercise judgment as to when to act independently and when to refer situations to higher authority.
- Meet deadlines and cope with frequent interruptions.
- Maintain necessary records and prepare required reports.
- Communicate effectively both orally and in writing, including clearly explaining policies, procedures, and schedules.
- Establish and maintain effective professional relationships with supervisors, peers, and the public.
- Maintain regular and timely attendance.
- Work as a proactive, positive member of the North Sound BH-ASO team.

Education and Experience:

- High school diploma or G.E.D. equivalent required **AND** specialized training in basic accounting and bookkeeping.
- Two years or more of related experience in accounts payable/receivable, bookkeeping, or payroll.
- An equivalent combination of training and/or experience which provides the required knowledge and abilities.

License and Certification:

- Valid Washington State driver's license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve limited travel to other locations to attend meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences occasionally. Incumbent must be able to effectively utilize computers and related software, computer printers, photocopier, multimedia equipment, telephone system (multiple line), adding machine, postal equipment, and fax. Must sit in meetings or at a desk or computer for extended periods. On occasion, will carry supplies/materials up to 25 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature _____ Date _____

Manager Signature _____ Date _____