

**Volunteers of America of Oklahoma
Job Description**

Title: Accounting Generalist
FLSA Classification: Non-Exempt
Career Band: Professional (P2)
Department: Finance
Reports to: Controller

Job Summary:

The purpose of this position is to assist and support all the functions of the Finance Department including, but not limited to accounts payable, accounts receivable, account research, billing, file maintenance, payroll, reconciliation of bank and other financial statements, and maintenance of the general ledger.

Job Duties:

- Maintain records of all client community accounts (checking, savings, cash, and client funds).
- Review bills and check requests. Verify and code bills and enter into accounting system to be paid.
- Print checks, obtain signatures and mail in a timely manner.
- Process petty cash bi-weekly. Review receipts, count money and cut checks for amount of receipts.
- Maintain vendor files and complete filing of invoices on a weekly basis.
- Produce and distribute weekly report of checks requests requiring receipts or receipts and cash balance.
- Enter all deposits into the appropriate bank account in the accounting system.
- Process and bill employee mileage.
- Process new client forms.
- Monitor critical issues in the timekeeping system and contact PC's if necessary to clear critical issues.
- Review electronic timesheets; make adjustments if needed for PC time, In-home, etc.
- Review timesheets for coding stream and notify PC's for corrections.
- Prepare, import, and post payroll journal entries.
- Prepare and distribute payroll reports as necessary.
- Reconcile payroll liability accounts.

- Reconcile W-2's.
- Prepare check requests for payroll related disbursements.
- Answer employee questions regarding payroll.
- Import electronic timesheets into payroll system.
- Enter payroll processing reports into payroll system.
- Calculate billing records with accuracy and bill in accordance with applicable program or grant requirements.
- Verify, track, and compare Prior Authorizations with billing data to ensure appropriate claims submission.
- Prepare, process, and transmit billing data through applicable claims management software and/or grantor websites while meeting respective billing deadlines.
- Maintain and bill program service fees, and other client receivables where the Organization pays on behalf of clients for which they are not the representative payee.
- Post billing information to the appropriate accounts receivable and general ledger accounts within accounting software.
- Manage unbilled transactions.
- Review accounts payable Invoices and expense accounts for billable expenses.
- Communicate billing issues to Program Coordinators and Directors.
- Research denials and adjustments, resubmit claims data as needed, respond to billing inquiries, reconcile discrepancies and initiate billing corrections as required.
- Process budget exceptions.
- Reconcile and review deferred revenue monthly and prepare required journal entries on a monthly basis.
- Calculate, review, and reconcile allowance for doubtful accounts.
- Prepare weekly aging report.
- Distribute aging report to appropriate Finance and Program management as assigned.
- Work with Program staff and external clients to collect balances that are past due.
- Notify Accounting management of any issues or disputes.
- Perform and maintain timely account reconciliations.
- Providing support in year-end audit procedures, response to audit documentation requests as assigned.
- Perform multiple bank reconciliations with a high volume of transactions.
- Process new client change forms, review client information received from state, and assign client numbers.
- Enters all deposits and cash advices from the state or other sources into appropriate accounts receivable and general ledger accounts.

- Prepare and enter monthly journal entries.
- Perform and maintain monthly balance sheet account reconciliations.
- Monthly closing and preparation of monthly financial statements.

Physical Requirements:

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. The employee is required to walk, stand, sit for prolonged periods, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift or move objects weighing up to 10 pounds and occasionally lift or move objects weighing up to 50 pounds. Frequent typing, 10 key entry, pushing and pulling is also required.

Qualifications and Skills:

Required:

- Basic Accounting knowledge. Associates degree in Accounting, a bonus
- Basic excel skills (basic formulas, formatting, etc) and good computer aptitude
- Ability to establish and maintain effective working relationships with supervisor, co-workers, persons from other departments and vendors
- Detailed oriented
- Conscientious about timeliness of assignments and quality of work product
- Customer service skills
- Good written and verbal skills
- Competent user of Outlook, Word, PowerPoint, etc. Must be an intermediate user of MS Excel
- Ability to share information through coaching teaching and training
- Good oral and written communication skills
- Ability to maintain accurate records and present data contained in those records in a timely manner
- Understands the needs of elderly individuals
- Must have and maintain a working telephone contact number
- Possess a valid Social Security Card
- Possess a valid Oklahoma Driver's License
- Have reliable transportation
- Proof of current car insurance (your name must be on the policy)
- Maintain an acceptable driving record, Oklahoma State Bureau of Investigation criminal history checks, and Community Service Registry Record checks
- Ability to handle sensitive issues while protecting others' welfare
- Ability to exercise patience, understanding, creativity, and flexibility

Preferred:

- Basic Accounts Payable, Accounts Receivable, Payroll, Billing and/or General Ledger experience
- Knowledge of accounting principles and practices
- Intermediate excel skills (pivot tables, vlookups, subtotals, auto filters, etc)
- Strong analytical skills
- Experience with billing through the Oklahoma Department of Human Services and Oklahoma Housing Control Authority
- Payroll experience
- Associates or Bachelor's degree in Accounting

Certification of Understanding:

The company reserves the right to revise or change job duties as business needs dictate. It is mutually agreed that this job description does not constitute a written or implied contract of employment. It is understood the company reserves the right to change the work schedule as required, to include overtime.

I have read and understand this job description and the professional expectations of the position. I acknowledge this description provides a representative summary of the major duties and responsibilities of the position and that other job related tasks may be assigned by my supervisor.

This position is subject to random drug testing. Refusal to take a drug and/or alcohol test will be grounds for immediate dismissal.

Employee Signature: _____ Date: _____

Employee printed name: _____