



TITLE: BHS ACCOUNTING SPECIALIST - ADVOCATES

DEPARTMENT: Behavioral Health Services

JOB DESCRIPTION:

Assist Behavioral Health Services/Advocates management staff by providing accounting support tasks for the Representative Payee Project Social Work staff.

QUALIFICATIONS AND EXPERIENCE

1. High School Diploma with two years previous accounting experience preferred.
2. Ability to speak and read/write Spanish is preferred.
3. Satisfactory work record as determined by the Human Resources Department.
4. Successful completion of Marc Center's training program to the satisfaction of departmental and agency requirements.
5. Ability to obtain fingerprint clearance and meet agency personnel requirements.
6. Successfully complete a pre-employment drug screening.
7. Advanced training in general computer skills and data entry, and one year experience performing complex and responsible support and clerical duties.
8. Sufficient training in preparation of accurate reports and maintenance of records.
9. Pleasant, courteous, and professional phone voice and manners.

ORGANIZATIONAL RELATIONSHIPS

1. Accountable to Director for all phases of activities.
2. Interface with Marc Center Accounting department for financial review..

3. Work cooperatively with applicable program staff, interdepartmentally and intradepartmentally.

ESSENTIAL FUNCTIONS

Demonstrate excellent oral, written and electronic communication.

Ensure the coordination of information and confidentiality of communications within the agency. Coordinate information and contribute to the successful resolution of challenges interdepartmentally and intradepartmentally.

Demonstrate and maintain professional and productive working relationships with all agency departments, individuals receiving services, staff, board members, and community. Ensure the confidentiality of written, verbal and electronic communications pertaining to staff, families of consumers and agency operations.

Demonstrate the ability to read, assimilate and recall with marked proficiency applicable written information.

Communicate information to others in a positive, enthusiastic and professional method among site staff, other sites and departments.

Project a positive, concerned image to the public.

Must be able to get along with diverse personalities, and establish credibility and be decisive.

Ensure the maintenance of departmental operations to achieve compliance with contract requirements, certification requirements, agency procedures, Federal/State/Local regulations and all other licensing/regulatory agencies as directed.

Adhere to current training requirements and applicable accreditation and licensing/regulatory standards. Demonstrate awareness of and adherence to agency policy and procedures to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements.

Maintain agency accounting records on project client's individual income and expense records. Prepare required monthly and annual reports on each client's accounts for Social Security and the agency.

Prepare disbursements for client expenses according to client budgets and make bank deposits on funds received. Serve as backup for Social Work staff when needed by taking messages and information from potential clients requesting services as needed.

Assist with application paperwork, correspondence and client follow-up as needed. Assist with client fund disbursements and bank transfers between accounts as needed under the direction of Social Work staff.

Substitute for the Receptionist as need arises by answering phones at the front desk, etc. Perform any other job related tasks as assigned

Must be able to utilize crisis management procedures and techniques.

Must be able to work efficiently and accurately in an atmosphere of frequent interruption.
Must be able to handle a large volume of routine and diversified assignments, and be able to manage time wisely in order to complete workload.

Have a familiarity with general accounts payable and accounts receivable functions, as well as the use of Microsoft Office software.

Demonstrate ability to apply advanced math skills.

Demonstrate excellent work habits to include, but not limited to the following: time management, initiative, role modeling, leadership, organizational skills, and multitasking.

Demonstrate interpersonal skills in the following areas: tactfulness, maturity, flexibility, resourcefulness, professionalism, diplomacy, reasoning, and decisiveness.

Recognize and support the department's preferences and priorities as related to the mission statement.

Demonstrate the ability to plan and implement a structured learning environment daily. .

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Employee Signature

Date

ADMINISTRATIVE USE ONLY

Signature/Title

Date