



Old Mill Center  
for Children & Families

## **Job Description**

**Position:** **Accounting Administrator**

**FTE:** **Fulltime**

**Rate:** **\$22.00 - \$25.00/per hour**

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral, occupational, and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Accounting and Clinical Billing Administrator shall act as the accounting representative for Old Mill Center and performs the role of bookkeeper and accounting assistant. They have shared responsibility for medical billing, collections and eligibility and work closely with an external medical billing contractor.

**Qualifications:** Associates degree in accounting and 5 years' experience in bookkeeping or equivalent combination of both. Must have a good understanding of and ability to utilize QuickBooks accounting software. Have experience with A/P, A/R, payroll, and accounting reconciliation processes.

Experience in medical billing, collections, or medical finance/accounting desirable.  
Experience with insurance authorizations and Oregon Administrative rules desirable.

Be organized, detailed oriented, and can plan and organize work to meet deadlines. Can prepare clear, concise, and accurate accounting reports. Must have the ability to work well independently and as part of a team of administrative staff and with other program staff.

**Responsible to whom:** The Accounting Administrator reports to the Executive Director and works closely with the other members of the Administrative Support Team.

**Responsibilities:**

1. Work closely with the Payroll Administrator and Human Resources Specialist to ensure payments are made on time and payroll deductions are reconciled monthly.
2. Process all vendor, credit card and customer transactions, bank deposits, payments, and expense reimbursements.
3. Acquire an understanding of the agency budget in order to charge expenses and revenue to the appropriate accounts.
4. Prepare monthly client, contractor, and vendor billings for all fees for service programs (not including medical billing) and maintain contact with clients and representatives of outside agencies for the purpose of gathering information to process reports and invoices.
5. Assist with the billing and electronic claims for all program contracts and grants on required frequency. Review, understand and adapt to contract and grant modifications as they occur.
6. Support the medical billing contractor in performing their duties of
  - Create and mail client statements
  - Collect overdue payments from clients.
7. Assist in preparation of monthly and annual financial statements and closing statements for the board of director reporting and liaison with outside accounting firm on annual audit and review.
8. Assist with the preparation of annual, monthly, and quarterly financial reports to city, county, state or other granting agencies regarding revenue and expenditures as required.
9. Maintain and monitor complete list of all receivables monthly and follow up as needed.
10. Assist with and prepare and post end of month and end of year financial transactions and reconciliations.
11. Perform quarterly balance sheet reconciliations.
12. Work with medical billing contractor and development staff to reconcile QuickBooks records with the practice management billing records, and donation records with donor management systems monthly.
13. Assist with internal and external audits as needed.

14. Track and report on scholarship funds and other restricted funds.
15. Assist with the calculation and processing of accruals and depreciation. Maintain fixed asset ledger and supporting information.
16. Assist the Executive Director and program managers with the preparation of the annual budget.
17. Cross train with other administrative staff to gain an understanding of administrative processes and procedures and provide occasional back-up for front office staff.

**Necessary Abilities:**

- The capacity to be self-initiating and self-monitoring.
- Excellent communication skills.
- An ability and desire to work cooperatively with co-workers and business partners for the benefit of Old Mill Center.
- Possess necessary knowledge and skills in bookkeeping, accounting, payroll, clinical billing, and ability to make good use of accounting, medical billing and reporting tools and software.
- Be extremely accurate with attention to detail.

**Professional Standards:**

- Observe governing laws, all Old Mill Center policies, procedures, and professional standards.
- Provide friendly, knowledgeable, customer service for clients, families, volunteers, and staff.
- Communicate by phone, mail, and email in a courteous, professional manner.
- Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style, etc.).
- Report at regular working hours, is punctual and possesses a strong work ethic.
- Demonstrate good verbal and written communication skills while on the job and while representing the interests of Old Mill Center.
- Professional standards and grooming as appropriate for the job.
- Ability to pass pre-employment background check.