

**DEPARTMENT:** Administration  
**STATUS:** Non-exempt; Hourly  
**EXPOSURE RISK:** Category III  
**SALARY GRADE:**  
**REPORTS TO:** Senior Manager of Financial Operations  
**SUPERVISES:** N/A

**GENERAL JOB FUNCTION**

The Accounting Specialist is responsible for executing accounting functions with detail and accuracy in the areas of cash receipts (CR), accounts receivable (AR), accounts payable (AP), general ledger documentation and account reconciliation. Ensure daily responsibilities are in alignment with accounting controls, policies, and regulatory guidelines. With guidance from Senior Staff Accountant, execute follow up documentation and communication to vendors related to accounts receivable status updates. Support the Senior Manager of Financial Operations Manager and Junior Staff Accountant by preparing and maintaining documentation for sub ledgers, assist with 1099 tax filing, AP check processing and maintain up to date AP records and files. Provide professional customer service to resolve billing or accounts payable inquiries and discrepancies. Align daily activities with the strategic and operational goals of the organization.

**JOB DUTIES AND RESPONSIBILITIES**

**Execute the processing and documentation of cash receipts transactions accomplishing a full cycle accounts receivable process in an effective, timely and accurate manner.**

1. Manage and enter cash receipts into the accounting software for banking and accounts receivable.
2. Retrieve on-line vendor AR related information for cash receipt documentation.
3. Create AR documentation for upload into accounting system, maintain electronic records, and produce batches for release into the General Ledger by the Senior Manager of Financial Operations.
4. Produce and deliver monthly AR statements to vendors including execution of follow-up communication for past due invoices, at the guidance of the Senior Staff Accountant.
5. Maintain appropriate contact documentation of vendor relationship information.

**Support accounts payable processes, in collaboration with Junior Staff Accountant, ensuring thorough and accurate documentation of transactions in general ledger.**

1. Receive all AP related mail, in various formats, preparing invoices within accounting system and files for allocation and processing.
2. Process non-clinical payables and perform detailed data entry, following and maintaining accounting control procedures, ensuring the integrity of the data entered into the accounting software system.
3. Assist with timely and accurate processing of payments for invoices, maintaining accurate electronic documentation within the accounting system, following established guidelines and procedures.
  - a. Accurately prepare accounts payable (AP) check payments
  - b. Ensure that all checks or other payments (credit card or ACH) are produced
  - c. Reconcile total amount of accounts payable payments to the invoices due to be paid
4. Assist in the processing of annual 1099s in accordance IRS guidelines.
5. Collect monthly Visa expense documentation from team members. Prepare appropriate financial documentation for review and release into the general ledger.
6. Prepare and maintain sub ledgers and documentation, as assigned, for cost report preparation. Including but not limited to:
  - a. Centers for Medicare and Medicaid (CMS) non-allowable costs
  - b. Fleet vehicle mileage and gas card receipts

- c. Asset and leased asset including depreciation process and documentation
- 7. Execute professional, problem solving, solution-oriented communication when engaging with hospital representatives, vendors, or donor families regarding billing and invoicing discrepancies.
- 8. Ensure effective, efficient, and timely customer service and resolution process on all payment discrepancies and inquiries.

**Partner across the finance team, engaging in departmental process improvement and innovation initiatives.**

- 1. Produce high-quality processes and procedures documentation that is appropriate for its intended audience and modifies existing documentation for changes, additional features, or enhancements.
- 2. Engage in departmental process improvement and problem solving, including identifying methods of increasing services and decreasing costs.
- 3. Ensure effective, efficient, and timely customer service and resolution process on all inquiries.
- 4. Establish general knowledge of the organ, eye, and tissue donation process to assist with responding with care and compassion to donor family billing inquiries.
- 5. Engage in executing proper accounting controls, organization, and maintenance of all accounting records per regulatory and LifeSource guidelines.
- 6. Assist with reporting and auditing of records within the accounting software system.

**STANDARD RESPONSIBILITIES**

- 1. Perform work while demonstrating a commitment to excellence and performance improvement.
- 2. Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
- 3. Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
- 4. Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
- 5. Routinely share feedback, solutions, and ideas to leadership, including identification of training needs.
- 6. Exhibit outstanding clinical, customer service and collaboration skills as required by position.
- 7. Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
- 8. Demonstrate LifeSource Values in work behaviors and actions.
- 9. Actively participate on assigned committees, work groups and project teams.
- 10. Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
- 11. Perform other duties as required and assigned by leader.

**QUALIFICATIONS**

- 1. Requires a combination of education and experience equivalent to 4 years of accounting related responsibilities.
- 2. Knowledge of basic accounting practices, including income statement and balance sheet.
- 3. Exhibit a proven understanding of accounting operations and functions including using accounting related computer systems.
- 4. Proven effective at establishing rapport and working relationships with peers, customers, and vendors.
- 5. Must be organized, detail oriented, and have strong written and verbal communication skills.
- 6. Ability to take initiative, establish priorities, problem solve and function independently in a small business environment.
- 7. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work

processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with HIPAA.

- 8. Strong working knowledge of Microsoft Office applications.
- 9. Proven skilled and competent in using technology-based tools such as personal computers and related software, mobile devices, and electronic medical record systems as appropriate for position.

**WORKING CONDITIONS**

- 1. Able to work a minimum of 40 hours per week with schedule adjusted to accommodate organizational needs.
- 2. Affected team member in Category III never or rarely have exposure to bloodborne pathogens and do not have a potential for this exposure or handle materials that could spread infection (less than one opportunity per month). Additionally, they rarely interact with staff in patient or donor areas in a hospital or clinic setting while performing their assigned job duties.
- 3. Ability to lift up to 20 pounds occasionally.
- 4. Must be able to follow and successfully complete category immunization, health screening and background check requirements.

**Team Member Statement of Acknowledgement and Understanding**

Acknowledgement of this job description is performed electronically via Q-Pulse—the LifeSource document control system. A team member’s electronic signature will represent the following statement of understanding:

*I acknowledge that I have received and reviewed the job description for my position, and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities, and requirements of this position. Additionally, I understand the general description of the expectations related to work hours and absences, attached herein, are subject to change based on department and organizational requirements. I understand that LifeSource has the right to revise this job description at any time.*

The following is a general description of the expectations related to work hours and absences. This is subject to change based on department and organizational requirements.

**POSITION EXPECTATIONS**

**Job Title:** Accounting Specialist

**Reports To:** Senior Manager of Financial Operations

**Exemption Status:** Non-Exempt; Hourly

**WORK**

**Work Day:** Monday – Friday

**Hours:** Within 0800 - 1700

**Lunch/Breaks:** Self-directed

**Overtime:** Not assigned; as needed per discussion with manager/all Finance team members

**On-Call:** N/A

**Flexible Hours:** Yes

**Flexible Location:** No

**Weekends:** No

**Travel:** No

**Mandatory Meetings:** Yes

**Shift Relief:** N/A

**ABSENCE**

**Planned Absence** (*Vacation, Holiday, Leave of Absence, etc.*)

**Short-term:** Vacations via HRIS; Try to have at least 1 finance team member in during business hours.

**Long-term:** Team is cross trained to fulfill critical duties; may bring in a temporary worker

**Unplanned Absence** (*Injury, Illness, Leave of Absence, etc.*)

**Short-term:** Vacations via HRIS; Try to have at least 1 finance team member in during business hours.

**Long-term:** Team is cross trained to fulfill critical duties; may bring in a temporary worker

**COMMENTS**