

POSITION TITLE: Account Manager

STATUS: Non-Exempt --- Grade D

RESPONSIBLE TO: Director of Finance

SUPERVISION EXERCISED: N/A

JOB SUMMARY

The Account Manager works under general supervision of the Director of Finance (DoF). The position verifies invoices for payment; codes and allocates each invoice to the correct funding source; processes accounts payable checks; posts to the General Ledger and prints corresponding reports and registers; submits checks for approval and signature; distributes and mails checks; maintains files of paid invoices; prepares periodic reports for Division of Aging, Adult & Behavioral Health Services (DAABHS); processes employee benefits enrollments; records and post reoccurring journal entries to the General Ledger; and records receipts and deposits made to the Agency to ensure transaction effecting the cash account are reflected in the General Ledger.

DUTIES AND RESPONSIBILITIES:

1. Verifies that each Accounts Payable (A/P) invoice submitted for payment is calculated correctly (this includes figuring travel reimbursements due to employees) and is approved for payment. If not, invoice is resubmitted for approval.
2. Review invoices to ensure amounts billed are reasonable.
3. Determines the correct funding source or sources for each invoice then codes and allocates accordingly.
4. Enters the accounts payable invoices, double checks to make sure they were entered correctly before posting, posts to the general ledger and then prints the checks.
5. After printing checks, posts checks to the general ledger and prints the check register and appropriate reports. Files reports and register.
6. Submits checks for approval and signing. If the check signer is used, arranges to get checks signed, fills out necessary documentation, and obtains approval.
7. Prints checks and attaches stub to invoice for verification of payment, places checks and any attachments and mails payments. If there are checks to be hand distributed to employees, makes sure the check is hand delivered or notifies employee that check is ready for pick up and the check is locked up until it is picked up by the employee.
8. Maintains file of paid invoices and filing in a timely manner.
9. Maintain current proof of vehicle insurance for staff.
10. Enter Family Care Giver client payment data and newsletter names into SAMS.

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DUTIES AND RESPONSIBILITIES (Continued):

11. Processes employee benefits enrollments and new hire enrollments. Ensures enrolled employees are reflected on monthly billing statements. Assist employees with questions regarding benefits and enrollment.
12. Serves as point of contact with Arkansas Records Management regarding file storage.
13. Assists in Agency purchases to ensure compliance with policies and procedures while ensuring the best purchase price through cost analysis.
14. Prepares IRS Forms 1099 and 1095-C.
15. Maintains inventory of all agency equipment and durable supplies, preparing a record of each new purchase, assigning inventory numbers, keeping records of disposed equipment.
16. Prepares and records reoccurring journal entries into the General Ledger.
17. Records bank deposits and receipts from grants, Medicaid, and other sources.
18. Assists in the preparation of monthly expenditures reports for the DAABHS with supervision from the DoF.
19. Aids in the collection requested information for the following annual audits:
 - a. Agency
 - b. Foundation
 - c. Miscellaneous audits performed by State and Federal agencies
20. Because the job is considered a safety-sensitive position, the employee in this position will be subject to unannounced drug and/or alcohol testing as permitted by law.
21. The employee must be able to lift up to 50 pounds on a regular basis.
22. The employee must consistently encourage, promote, and conduct themselves in a manner to support the Agency's Mission Statement: Our mission is to help seniors, caregivers and other sin need to lead independent meaningful and dignified lives.
23. The employee must consistently encourage, promote, and conduct themselves in a manner to support the Agency's Values: Our values are as follows: dedicated to integrity, passion for serving, committed to quality, strengthening relationship, and assurance of accountability.
24. Perform other duties as assigned.

COMPETENCY REQUIREMENTS:

High school diploma plus two years of college or five years of experience in a business environment.

Must be bondable.

Good basic math skills

Specific knowledge of the fundamentals of bookkeeping

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COMPETENCY REQUIREMENTS (Continued):

- Ability to maintain neat and accurate records
- Ability to type with speed
- Effective communication skills—both oral and written
- Willingness and ability to work as a team member
- Ability to work independently
- Organizational skills
- Flexibility
- Understanding of data processing fundamentals and procedures
- Ability to operate a 10 key calculator by touch
- Must possess good computer skills, including the use of Microsoft Word and Excel
- Must be able to travel, have a good driving record, and have dependable transportation

POSITION: Account Manager

My signature below verifies that I have read and understand the duties and responsibilities of my position, and that I received a copy of this job description on the date below.

Signature

Date

Revised 11/22/19