

**Prairie Education and Research Cooperative
Position Description**

Position Title: Finance Coordinator Reports To: Director/Chief Operating Officer

Approved By:

_____ President of Board Date: _____

_____ Director/Chief Operating Officer Date: _____

Reports to: Director/Chief Operating Officer, PERC

Position Purpose:

Provide Financial services to PERC.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

- 1.) Integrates the PERC mission and vision into daily tasks through dedication to customer satisfaction, quality improvement, and collaborative working relationships.
- 2.) Full commitment to Quality Assurance, Medicare Compliance, and the Health information Portability and Accountability Act (HIPAA) as defined by PERC policy and the Federal Government.
- 3.) Must be willing and able to incorporate PERC customer service protocols as they relate to interactions with patients, families, physicians and co-workers.
- 4.) Maintains files in an organized and retrievable manner.
- 5.) Maintains confidentiality of information.
- 6.) Reconciles bank statements.
- 7.) Prepares monthly financial statements.
- 8.) Submits billing for contract studies.
- 9.) Prepare financial accounting as requested by Director/Chief Operating Officer, physicians and Board of Directors.
- 10.) Assist in analysis of individual accounts.
- 11.) Prepares bi-weekly payroll.
- 12.) Prepares quarterly and annual tax reports.
- 13.) Prepares weekly accounts payable runs.
- 15.) Balances and closes out monthly accounts payable.
- 16.) Balances and closes out monthly accounts receivable and general ledger on computer.
- 17.) Balances and closes out quarterly payroll on computer.
- 18.) Operates MAS 90 & all applicable software programs.

- 19.) Coordinates preparation of year-end reports for auditors & assists in completion of annual audit.
- 20.) Serves as a member of PERC Finance Committee.

KNOWLEDGE AND SKILL REQUIREMENTS:

- 1.) Possess accurate and proficient typing, transcription, and general office skills as are usually obtained through completion of a business or commercial training program or its equivalent in experience. A high school diploma or its equivalent is often required for entrance into such a training program.
- 2.) Possess good communication skills, both oral and written.
- 3.) Must have the ability to organize work and meet deadlines.
- 4.) Must be able to deal with a variety of personalities in a mature manner.
- 5.) Demonstrate the ability to handle stress.
- 6.) Knowledge of billing and insurance forms desirable.
- 7.) Knowledge of tax and insurance forms for personnel desirable.

WORKING ENVIRONMENT:

- 1.) Each job requires the following demands:
 - A.) Physical Demands
 1. Must possess good physical and mental health.
 2. Must be capable of stooping, bending, stretching and lifting.
 3. Must be able to stand and walk for long periods.
 4. Must appear well groomed and poised at all times.
 5. Must possess manual dexterity to handle and manipulate equipment and appliances.
 - B.) Mental Demands
 1. Must have the ability to control emotions and maintain composure under stress using tact and good judgment.
 2. Must be able to adjust to various personalities and situations.
 - C.) Special Demands
 1. Must be self-confident and maintain a positive attitude.
 2. Must be capable of performing in an environment that demands extreme consciousness, emotional stability, attention to the minute details and keen observation.
 3. Must have patience and tact in dealing with patients and the public.
 4. Must have ability to work effectively in an environment which tends to be tension provoking.
 5. Must be able to communicate effectively with patients, doctors, co-workers, and other departments.
 6. Must work well under supervision, as well as independently and be able to take constructive criticism.

D.) Other

1. Working indoors in well-lighted, well-vented and heated work areas.
2. Possibility of injury from careless or improper handling of equipment.
3. Possibility of strain due to improper body mechanics.