



Western Missouri

MEDICAL CENTER

POSITION TITLE: Revenue Cycle Accountant	DATE ORIGINATED:
REPORTS TO: Director of Accounting	DATE(S) REVISED: February 6, 2017
DEPARTMENT: Accounting	FLSA STATUS: (Exempt or Non-Exempt) Non-Exempt

PURPOSE STATEMENT

The healthcare revenue cycle accountant works closely with billing, collection, and other accounting professionals. The revenue cycle accountant needs understanding of the entire revenue cycle from billing to payment to reconciliations, and will facilitate internal communications regarding the revenue cycle.

ESSENTIAL FUNCTIONS

1. Prepare journal entries to support the monthly close activities.
2. Perform regular account reconciliations, and provide other analyses as requested.
3. Be trained and become an expert in revenue recognition
4. Assists with generating monthly financial statements and board reports
5. Prepares schedules and workpapers for external auditors and other entities
6. Assists with the preparation of routine and ad hoc financial analyses and reports

OTHER FUNCTIONS

1. Maintains regular and predictable attendance.
2. Performs other essential duties as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS

- Bachelor degree in accounting
- Detail oriented possessing strong analytical and communication skills
- Able to function independently, multi-task and prioritize effectively
- Exceptional computer skills with proficiency in MS Excel
- 1-3 years prior work experience in accounting and/or finance, healthcare experience preferred
- Must be self-motivated and have the ability to work within the established policies, procedures and practices prescribed by the hospital/clinic.
- English sufficient to provide and receive instructions/directions.

PHYSICAL/MENTAL REQUIREMENTS

- Must be able to sit and stand, intermittent 8 to 10 hours a day.
- Must be able to use standard office equipment, including the telephone and computer keyboard.
- Continuously works under pressure of near 100% accuracy while meeting inflexible deadlines.
- Continuously utilizes manual/bi-manual dexterity, near vision, speech, and hearing.
- Frequently stands, walks, sits and utilizes eye/hand coordination and color definition.
- Occasionally reaches above shoulder, occasionally required to lift and/or carry up to 25 lbs.
- Occasionally walks on uneven surfaces.

ADDITIONAL PHYSICAL REQUIREMENTS

Frequency Scale: 1 = Rarely/Never; 2 = Occasionally; 3 = Frequently and 4 = Consistently

Activity	1	2	3	4	Activity	1	2	3	4	Activity	1	2	3	4
Climbing	X				<u>Talking</u>					<u>Lifting</u>				
Hand-Eye Coordination				X	- Normal Conversations				X	- Over 50#	X			
Kneeling		X			- Loud Commands or Public Speaking	X				- Over 25#		X		
Pulling		X			<u>Hearing</u>					- Under 25#			X	
Pushing		X			- Normal Conversations				X	<u>Memory</u>				
Reaching		X			- Other Sounds or Auditory Alarms	X				- Short term				X
Standing		X			<u>Vision</u>					- Long Term				X
Sitting				X	- Acuity, Near				X	Analytical Thinking				X
Stooping		X			- Acuity, Far			X		Attention to Detail				X
Walking			X		- Color Vision			X		Concentration				X
<u>Range of Motion</u>					<u>Use of Hands</u>					Decision Making			X	
- Arms			X		- General Manual Dexterity				X	Reading				X

- Shoulders			X		- Keyboard Skills or Typing				X	Writing					X
-------------	--	--	---	--	-----------------------------	--	--	--	---	---------	--	--	--	--	---

AGE CATEGORIES OF INDIVIDUALS SERVED

Demonstrates the knowledge and skills necessary to provide age-appropriate care to the following patient population:

	Neonatal (1-30 days)		Infants (30 days – 1 year)		Geriatric (70+ years)
	Adolescent (13-18 years)		Adult (19 – 70 years)		
X	No patient contact		Children (1 – 12 years)		

CORE DEPARTMENTAL COMPETENCIES:

- Knowledge of generally accepted accounting principles
- Display critical thinking
- Attention to detail

WORK CONDITIONS/HOURS

Normal hours are 8 a.m. – 4:30 p.m., Monday-Friday with normal office working conditions; clinical schedules will vary in accordance with scheduled shift and business necessity. Please refer to each clinic for their operating hours.

Western Missouri Medical Center considers a consistently positive, cooperative, self-motivated, courteous and professional attitude to be an essential function of every position. While different positions have different primary areas of responsibility, everyone needs to work as a team and we expect all employees to roll up their sleeves and pitch in as necessary to get the job done.

Employees must be able to relate to other people beyond giving and receiving instructions: (a) can get along with co-workers or peers without exhibiting behavioral extremes, (b) perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and (c) respond appropriately to constructive feedback from a supervisor.

While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties from particular jobs when circumstances (e.g., emergencies, changes in workload, rush jobs or technological developments) dictate.