

# **TITLE OF POSITION: PAYROLL / BILLING / RECEIVABLES CLERK**

**TITLE OF IMMEDIATE SUPERVISOR: PAYROLL / BILLING / RECEIVABLES  
MANAGER**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES</b>
Assist the Payroll/Billing/Receivables Manager in all aspects of payroll and billing.
<b>RESPONSIBILITIES</b>
Prepare and submit payroll and billing.
Assist with accounts receivable and collection activity.
Comply and complete all statistical reports as requested by the Manager.
Prepare and submit cash receipt reports, employee invoices, and mileage sheets.
Comply and complete patient visit log on a weekly basis.
Comply and complete monthly visit report.
Prepare and submit supply lists for billing.
Perform other duties as assigned by the Manager.
<b>JOB CONDITIONS</b>
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.
<b>EQUIPMENT OPERATION</b>
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
<b>COMPANY INFORMATION</b>
Has access to all patient financial accounts, personnel records, which may be discussed with all management staff, including Governing Body.
<b>QUALIFICATIONS</b>
1. High school diploma or equivalent.
2. Minimum of one year experience in bookkeeping or related field or evidence of concentrated training.
3. Must be able to handle heavy telephone work.
4. Must be able to type 40 words per minute accurately.
5. Must have a criminal background check.

<b>ACKNOWLEDGMENT</b>	
<b>EMPLOYEE NAME</b>	
<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>