# **TITLE: Resident Trust Bookkeeper**

**LAST REVISED: October 1, 2013**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of your job position is to assist **in** the day-to-day accounting functions of the facility in accordance with current acceptable accounting and cost reimbursement principles relating to the long-term care operation, as may be directed by the COO. **As Resident Trust Bookkeeper,** you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**EDUCATION / EXPERIENCE:**

1. Must possess as a minimum, a High School Diploma.
2. Must have, as a minimum, one (1) year experience in bookkeeping or accounting practices.
3. Experience in health care accounting preferred but not required.

**PHYSICAL AND SENSORY REQUIREMENTS**(With or Without the Aid of Mechanical Devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses or use prosthetics that will enable these sense to function adequately so that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
8. Must be able to lift and move office equipment, supplies, etc., in excess of fifty (50) pounds.
9. Must be able to assist in the evacuation of residents.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Administrative Functions*

1. Assist in implementing the day-to-day functions of the accounting department.
2. Maintain daily resident census
3. Assure that resident admission contracts are signed and appropriately filed
4. Reconcile Medicare Log to General Ledger and provider Summary
5. Record payments received to appropriate cash receipts journal
6. Post payments received to appropriate resident accounts
7. Process and post daily charges slips to resident accounts,
8. Maintain a file of copies of all charge slips debits credits etc. issued to each resident.
9. Help family members in getting financial assistance from Medicaid or personal insurance,
10. Balance accounts receivable and verify computer printouts for end of month processing,
11. Prepare and mail statements,
12. Perform secretarial functions as necessary or directed,
13. Assist in preparing and implementation of charges in our accounting system as necessary or directed,
14. Monitor and collect accounts receivable, Report delinquent accounts to appropriate personnel
15. File Medicare Medicaid and Insurance claims,
16. Rebill unpaid claims as needed,
17. Make written and oral reports/recommendations to the COO concerning accounting functions,
18. Verify accuracy of daily deposit ticket with cash receipts journal
19. Follow established resident fund accounting procedures,
20. Provide each resident or responsible party with a quarterly accounting of his/her funds managed by the facility,
21. Monitor each resident trust account to insure funds do not exceed limit establish for Medicaid recipients,
22. Monitor each resident trust account to insure charges do not exceed account balance,

*Equipment and Supply Functions*

1. Assure that an adequate supply of accounting supplies and equipment are on hand to meet the day-to-day operational needs of the facility.
2. Report needs to necessary personnel.
3. Request repairs for office equipment as necessary.

*Resident Rights*

1. Maintain CONFIDENTIALITY of all resident information.
2. Assure that the resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.
3. Report needs to necessary personnel.

*Working Conditions*

1. Works in office areas as well as throughout the facility.
2. Sits, stands, bends, lifts and moves intermittently during hours.
3. Is subject to frequent interruptions.
4. Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.
5. Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.
6. Works beyond normal working hours, on weekends and holidays, and on other shifts when necessary.
7. Attends and participates in continuing educational programs.
8. Is subject to falls, burns from equipment, odors, etc., throughout the work day.
9. Maybe exposed to infectious waste, diseases, conditions, etc., including the potential exposure to the **AIDS and Hepatitis B Viruses** through contact with blood or body fluids.
10. Communicates with the medical staff, nursing personnel, and other department supervisors.

*Specific Requirements*

1. Must be able to read, write, speak, and understand the English language.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must be a minimum of 18 years of age and a good moral character.
5. Must be able to type 45 words per minute, ant use a IO-key calculator.
6. Must possess the ability to work harmoniously with professional personnel.
7. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc., that are necessary for providing sound accounting techniques.
8. Must be able to understand and carry out written and oral instructions.
9. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents, staff, and visitors based on whatever maturity level at which they are currently functioning.
10. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.
11. Must be knowledgeable of micro-computers, data entry, output, etc.
12. Must possess the ability to examine and verify financial documents and reports.
13. Must be able to prepare financial and other records in a systematic, neat and legible manner.

*Other:*

1. Must be flexible in willingness and ability to work on any unit and/or shift needed to meet the requirements of Magnolia Manor residents.
2. Subject to call-back during any emergency conditions (i.e., severe weather, evacuation, natural disaster, etc.).
3. You are expected to follow the policies set forth in the employee handbook.
4. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth there in. I hereby accept the position of **Resident Trust Bookkeeper** and agree to perform the identified essential functions in a safe manner and in accordance with Magnolia Manor’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke) and hazardous chemicals and that the company will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment with Magnolia Manor is at-will, and thereby understand that my employment may be terminated at-will either by the company or myself and that such termination can be made with or without notice.

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Signature – Resident Trust Bookkeeper Date

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Signature – Administrator Date