

BOOKKEEPER

INTRODUCTION

The purpose of this position is to plan and coordinate a variety of service functions that are principally work-supporting to Animal Specialty Hospital of Florida's bookkeeping needs. These service functions include, but are not limited to accounts maintenance, cash processing, accounts payable, accounts receivable, sales tax, daily deposits, payroll data, and general ledger entries. Reports to accounts payable, accounts receivable, sales tax, daily deposits, payroll data, and general ledger.

With follow up as directed.

PRIMARY JOB RESPONSIBILITIES

- Perform/oversee the performance of posting daily business, posting hospital invoices, mailing statements, taking care of collection accounts, assisting with the preparation and maintenance of payroll and payroll tax records, maintaining accounts receivable file, posting accounts payable invoices, paying accounts payable, filing posted invoices and performing related tasks. Above cited duties and responsibilities are largely accomplished through data entry utilizing QuickBooks and Infinity (Practice Management Software). Utilize/modify programs to meet hospital needs.
- Perform End-of-Month (EOM) procedures to determine the following, administration allocation, doctor commissions, merchant services allocations, benefit allocations, and rent allocations.
- Correct allocation of expenses through utilization of the class feature within QuickBooks. Ensures appropriate charges are billed to each LLC by setting in place procedures to ensure accurate billing.
- Works with the Inventory Manger to ensure all invoiced items were received and accounted for before payment is made.
- Provide or direct the provision of word processing and data transcribing on assigned computer/word processing unit. Direct retrieval and entry of data; oversee production and quality of automated data products.
- Assure that invoices accurately depict services provided and give feedback to appropriate individuals if errors are found. Establish a process to reduce down missed charges.
- Provide regular and timely reports regarding financial and key indicators of practice goals.
- Oversees accounts payable, accounts receivable, Sales and Use tax, daily deposits, and general ledger.
- Assure that all business licenses and business invoices are paid in a timely manner to take advantage of discounts and avoid penalties. This includes but not limited to: DEA license, medical license dues and fees, business insurance, etc.
- Makes recommendations based upon financial information to the Director of Finance & Marketing. Administers and reviews daily audit trail, bank balance statements, and charge card statements, tenant needs, and assists in communication with the accountant for the practice.
- Establish internal controls checklist to ensure that the division of duties is accurately maintained.

CONTROLS OVER WORK

Works under the direction of the Director of Finance & Marketing who determines the scope and type of support services to be furnished and the procedures for accomplishing them. Incumbent recognizes non-routine or unusual situations and refers them to the Financial Director with recommended solutions. Work is reviewed in terms of adequacy of services provided. Guidelines consist of operation instructions and procedures for accomplishing the work specified by the Director of Finance & Marketing.

SKILLS AND KNOWLEDGE

- Knowledge of basic to advanced bookkeeping principles to accurately maintain the practice business account.
- Demonstrates professionalism, flexibility and initiative to assist the hospital administrator and practice owners as needed.
- Excellent written and verbal communication skills are required.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments. Understand and carry out oral and written direction.
- Strong knowledge of computer system, Microsoft Office, communication tools, Internet Security, and accounting software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle, or feel				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amounts

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.

ESSENTIAL FUNCTIONS:

- Ability to utilize the hospital’s veterinary and accounting software to accurately and timely enter accounting data.
- Ability to provide regular and timely reports regarding financial and key indicators of practice goals. Reports to Director of Finance & Marketing with follow up as directed. Oversees accounts payable, accounts receivable, sales tax, daily deposits, payroll data, and general ledger.
- Strong communication and client service skills including proper use of English, strong listening skills. Considerable tact and diplomacy is required. Ability to work with team members, clients and patients in a professional, friendly, hospitable manner.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments. Understand and carry out oral and written direction.
- Ability to transfer data to a computer.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Frequently lift, carry and handle items weighing up to 50 lbs.
- Regular attendance and timeliness are essential functions in order to fulfill the requirements of this position.
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sitting, talking, and listening.