



## **Finance Assistant**

**Reports To:** Executive Director, Finance Director

**Mission:** To provide intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** Kids' FIRST's vision is to minimize the trauma experienced by children and families who've experienced child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

### **POSITION OVERVIEW**

This position supports administrative and accounting functions within the Finance Department including accounts payable, payroll, medical billing, and other administrative support. Kids' FIRST Finance Assistant is accountable to HIPAA Standards (or more stringent standards set forth by state law or as developed by Kids' FIRST) for client privacy and confidentiality. All Kids' FIRST employees are mandatory reporters of child abuse and neglect. This position is full time, hourly.

### **JOB RESPONSIBILITIES**

Include, but aren't limited to:

#### **Accounting (40%)**

- Process and maintain all components of accounts payable (including petty cash) and prepare checks on a weekly basis.
- Input data, maintain multiple databases, and reconcile revenue activity for agency.
- Process monthly recurring pledges and donation payments.
- Enter journal entries as needed.
- Maintain relevant procedure manuals.
- Responsible for the maintenance of accounting files, folders, and forms. Other special projects as assigned.

### **Medical Billing (40%)**

- Primary staff member to process all insurance billing claims with private and Medicaid carriers, Crimes Victims Compensation claims, DHS claims and court restitution claims.
- Maintain patient billing records and diagnosis codes, submit and reconcile claims payments.
- Communicate with insurance carriers when claims are declined and problem solves any issues related to billing for medical evaluations.

### **Payroll and Benefits (10%)**

- Maintain, process, and reconcile payroll including tracking changes to employee benefits.
- Monitor staff PTO accrual and communicate with Directors on a quarterly basis to ensure employees are compliant with policies.
- Answer questions and communicate any payroll changes or policy updates with staff.

### **Administrative Tasks (10%)**

- Assist where needed for administrative projects, phone answering, file making, office organization, catering, errand running, etc.
- Responsible for making sure staff have phone system, computers, copiers and printers current and working properly; request service from outside providers.

### **QUALIFICATIONS**

- This position requires an Associate's degree or higher in a related field and 3 years accounting or medical billing experience. A combination of relevant education and experience may be qualifying.
- Experience with human resource duties and project leadership.
- Highly proficient at fund accounting or job costing.
- Knowledge and ability to prepare and analyze financial reports.
- Excellent oral and written communication skills and ability to write professional business reports and generate forms.
- Work requires significant autonomy, ability to meet or exceed deadlines, balance numerous projects, willingness to work a flexible schedule when needed.
- Proficiency in Excel and other Microsoft Office software, and ability to learn other data management systems.
- Proven ability to work in a team and build working partnerships.
- Must successfully pass a thorough criminal background check as well as a DHS child welfare history check.
- Experience using electronic health record systems for medical claims submissions and QuickBooks accounting software is preferred.

## **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. While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

## **WORK ENVIRONMENT**

This position is based in an office setting and may require travel and occasional work from other sites.

## **COMPENSATION**

**Salary range:** \$16.00-\$21.63/hr (\$33,280-\$45,000 annually), DOE

Kids' FIRST offers a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

**Paid Holidays:** New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

**Benefits:** Kids' FIRST will pay 100% of the premiums for the following after successful completion of a 30-day probationary period:

**Retirement:** Simple Plan, American Funds (up to 3% salary match contribution)

**F.S.A:** Pacific Source F.S.A. (no premiums; participation is voluntary)

**Disability:** Short Term Disability and Long Term Disability

**Fire Med:** Membership for Lane County Fire Med ambulance services

**Health:** Providence Oregon Standard Silver Plan (employee and family)

**Dental:** Pacific Source Dental Choice (employee and family)

**Vision:** Included in basic health plan

## **TO APPLY**

Please send resume, a list of three relevant professional references, and a cover letter that clearly demonstrates your suitability for this position to [hiring@kidsfirstcenter.net](mailto: hiring@kidsfirstcenter.net)

***Open until filled, with first review scheduled for October 29<sup>th</sup>, 2018***