

Department: TBA
Reports to: TBA

General Statement of Duties

Performs responsible paraprofessional accounting functions for the finance operations in the Transportation Resource Center.

Distinguishing Features of the Class

An employee in this class is responsible for performing invoice and beneficiary reimbursement verifications, data entry for programmatic functions, generating financial reports, and performing related fiscal duties. Work involves applying established accounting procedures, principles of bookkeeping, and basic accounting to the review and processing of accounting documents. Some judgment is required in selecting and applying appropriate procedures and a variety of manuals. Tact and diplomacy are required in dealing with vendors, coworkers and citizens in conducting Council business. Work is performed under regular supervision and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Essential Duties and Tasks

- Processes all financial documents which support the Transportation Resource Center functions including entering data in computer, working with invoices, and maintaining files.
- Maintains current NEMT vendor listing with addresses, tax identification number, and other information.
- Assist with Medicaid Transportation invoice verification.
- Prepares contract and program invoicing.
- Compiles and generates reports concerning a variety of data, program information, and financial issues; submits reports electronically.
- Manages the NEMT invoicing for transportation services and distribution of provider reimbursements; works with the providers and the RouteMatch software in order to assist vendors in data entry, reporting and error correction.
- Provides information on NEMT fiscal policies and procedures.
- Assists in monthly contract verifications for vendor compliance.
- Assists in preparing various financial and administrative reports.
- Files a variety of records and reports; searches records and reports for historical information; reconciles invoices with reports, financial statements and reimbursements on a monthly basis; keys in amendments.
- Compiles and records a variety of fiscal data to create and submit a variety of reports.
- Reconciles financial statements to NEMT Medicaid Transportation Database records.
- Work with team to develop new procedures to streamline processes.
- Assists with preparing monthly reports and NEMT Medicaid Transportation invoice for Buncombe County, researching errors and other tasks as applicable.
- Contributes to unit goals by accomplishing related duties as required.
- Provide back-up for Mountain Mobility Trip Verification in RouteMatch software.
- Assist with Block Grant Reassessments.
- Assist with bulk mailings

Additional Job Duties

- Backs up other office staff.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of paraprofessional accounting principles and practices.
- Knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.
- Knowledge of the application of information technology including specialized financial software, spreadsheets, and databases and use of peripherals.

- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to develop and maintain working relationships with a variety of people, including vendors, general public, program participants, coworkers and supervisors.
- Ability to communicate effectively in oral and written forms and be able to set priorities and to manage time effectively for self and others as appropriate.
- Ability to meet deadlines.
- Accuracy in data entry and work.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of lifting, grasping, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

- Graduation from a two year college with a major in accounting and considerable experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education or experience.