

# Fairbanks Billing Services, LLC.

## Job Description

Job Title: Audit Clerk  
Occupational Code: 43-3031  
Employee Status: Regular Part Time  
Employment Status: At Will  
Date Revised: November 9, 2007  
Reviewed By: Katie Best, Office Manager

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### Job Summary:

Under direct supervision from Office Manager and/or Bookkeeping Coordinator, is expected to perform assigned duties accurately and with minimum supervision. Coordinate daily, weekly and monthly processes with Billing staff to ensure that procedures are done in a timely manner.

### Education Requirement:

- High School diploma required

### Qualifications and Experience:

- Strong communication skills with co-workers and management
- Strong Computer knowledge in excel, with keyboard and ten-key abilities
- Good check and balance system to ensure that daily & monthly work is balanced
- Good analytical and problem-solving skills
- Ability to prioritize work flow in a fast paced environment
- Proven knowledge of HIPAA guidelines

### Job Responsibilities:

- Verifies that batches posted balance to report that was updated
- Processes deposits for banking as they are batched
- Prepares bank tracking forms
- Enters bank deposit information into excel spreadsheets
- Notifies Bookkeeping Coordinator when banking supplies are low
- Keeps daily activity sheets organized and in order to be distributed to Office Manager at the end of the month
- Balances between Misys and excel, if appropriate

### Employee Responsibilities: (are to include but not limited to the following:)

- Demonstrates good judgment
- Maintains the strictest confidentiality of all information received at FBS
- Plans and utilizes time wisely
- Reports to work on time each day, after lunch break, and not leaving early

- Always provides proper notification and advance notice of absence, attendance and reliability are a must
- Conducts one's self in a professional manner
- Behavior should be positive towards co-workers, patients, and clients at all times and reflect a favorable outlook on FBS.
- Attend client meetings
- Attend regular staff meetings
- Attend continuing education classes
- Commercial appearance from time to time

### Physical Demands:

Work may require sitting for long periods of time, and also stooping, bending and stretching for files and supplies. Employee will occasionally be asked to lift files or paper weighting up to 30 pounds. Position requires manual dexterity sufficient to operate a keyboard, computer, telephone, copier, fax, and other office equipment as necessary. Employee must have normal range of hearing and eyesight to record, prepare, and communicate appropriately. Position also requires viewing computer screens and typing for long periods of time, and working in an environment, which can be very stressful.

### Working Conditions:

Professional office environment. Possible evening or weekend work.