



# Perry County Memorial Hospital

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Job Title: Accounting Clerk  
Department: Prescriptions Plus  
Job Hours: Day shift

Posting Date: 02/12/10  
Job Status: Full time or Part Time

## Summary:

The Accounting Clerk will compute, classify, record and verify data information used in the day to day operations for Prescriptions Plus. General Accounting functions apply such as: data entry, reconciliation, payroll reports and billing.

## Essential Functions:

- Tracks receivables
- Enters debits/credits, resolves billing/payment discrepancies and works with the Pharmacy Director to ensure timely rebilling
- Reconciles all accounts and contacts proper personnel to correct errors
- Compiles information and prepares spreadsheets to assist Director and CFO in internal and external statement preparations.
- Monitors compliance with Carelearning for staff
- Process and audit payroll reports
- Process Medicare billing

**Knowledge/Skills/Abilities:** Excellent written and oral communications are required. Must possess mathematical skills; ability to compute rate, ratio, and percent. Excellent computer skills are required.

**Reports to:** Director of Pharmacy

**Minimum Qualifications:** 6 months to one year account experience or training or a combination of training and education

**Education:** Associate's Degree or Bachelor's Degree in relation to Accounting

**Experience:** Preferably 1 year of prior Business or Accounting employment.

PCMH offers competitive salary and benefits. Benefits are available after 90 days. Eligibility for 401K Plan after 6 months.

Please send resume with work experience and references to Human Resources.

Or email: Human Resources



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