



# **Fiscal Clerk**

## **Outpatient Medical Center, Inc.**

### **General Description**

Under the direct supervision of the Chief Financial Officer with guidance from the Accounting Supervisor, the Fiscal Clerk will focus solely on providing assigned clerical assistance needed to fulfill tasks and duties related to accounting, billing, and collections and must work closely with supervisor and other staff to assure all assigned clerical tasks are completed on a timely basis.

### **Essential Job Functions**

- Provides assistance to the Senior Accountant on special projects as requested;
- Maintains tracking of vendor payments by recording transactions on cash worksheet
- Balances Accounts Payable Aging to General Ledger
- Tracking and monitoring insufficient check notices and notifying appropriate parties
- Update cash worksheet daily to record deposits and checks
- Prepare and submit reports (monthly) on front desk actual collections vs. expected collections
- Enter invoices into the accounting system for payment
- Vendor File Maintenance (files are current with all invoice/check copies stored accordingly)
- Process Vendor Checks According to Due Dates
- Ensure Payments are Received for Credit Memos
- Processing bills, checks, and invoices
- Preparing monthly account reconciliation
- Entering data and maintaining updated medical records
- Other duties as assigned

### **Knowledge, Skills & Abilities**

Knowledge of generally accepted accounting principles and capability of creating journal entries; basic clerical and secretarial duties.

Skill in providing excellent clerical support, accurate data entry, generating fiscal reports as directed by management, maintaining an organized work area with attention to detail, ability to focus solely on meeting the assigned task of the fiscal services department, organizing and prioritizing workload, and meet deadlines, excellent written and verbal communication.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with others; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently; exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships; work toward goals and objectives established by the Board and CEO; follow OMC policies — including adhering to the OMC's immunization policy and the mission, vision, and strategic of the Health District; receive constructive feedback in a positive manner and be available to accept new assignments to meet OMC emergency responsibilities upon request.

**Education / Experience**

- Associate Degree in Accounting or 12 college hours of accounting or related field with a minimum of 3 years of general accounting experience is preferred.
- Experience in the use of accounting software programs and the use of Microsoft Excel, Word, and Outlook.
- Demonstrative experience may be a substitute for associate degree.

**License and/or Certification:**

- Valid Louisiana Driver License

**Special Requirements:**

- Must have reliable transportation.

**Approved by the CEO on 5.12.2025**